

CURRICULAM VITAE

ATHUL V.S
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CAREER OBJECTIVE

To secure a challenging position where I can effectively contribute my skills. I aspire to be an articulate contributor to the goals of an Organization by utilizing my skills and capabilities to the optimum level, thus learning consistently and improving myself, at team level and socially too

PERSONAL DETAILS

PERMANENT ADDRESS	:	VATTOLY-HOUSE ELINJIPRA-PO POTTA-VIA THRISSUR-680721
FATHER'S NAME	:	SUBRAN VA
MOTHER'S NAME	:	AJITHA
GENDER	:	MALE
RELIGION / CASTE	:	HINDU-VISWAKARMA
NATIONALITY	:	INDIAN
DATE OF BIRTH	:	23-09-1995
MARITAL STATUS	:	UNMARRIED
LANGUAGES KNOWN	:	ENGLISH, MALAYALAM

EDUCATIONAL QUALIFICATION

COURSE	SUBJECT	YEAR	INSTITUTION	UNIVERSITY/ BOARD	% & GRADE
S.S.L.C	GENERAL	2011	S.N.V.H.S.S ALOOR	PUBLIC EDUCATION BOARD KERALA	70%
PLUS TWO	V.H.S.E	2013	G.V.H.S.S CHALAKUDY	KERALA HIGHER SECONDARY EXAMINATION	70%
DEGREE	B.COM WITH CA	2016	S.V.C CHALAKUDY	M.G UNIVERSITY	C
MRHT	MEDICAL RECORDS HEALTH TECHNICIAN	2018	HLFPPT DDU-GKY CALICUT, PUTHIYAPALAM	SECTOR SKILL COUNCIL	DOING

OTHER INFORMATION

AWARENESS OF COMPUTER : MS OFFICE

WORK EXPERIENCE : 2 MONTH EXPERIENCE AS MR
DEPARTMENT IN DM WIMS
HOSPITAL, WAYANAD

PERFORMANCE SUMMARY

ACCOMPLISHED MEDICAL RECORDS TECHNICIAN WITH A TRACK RECORD OF SUCCESS MAINTAINING MEDICAL RECORDS OPERATIONS BY FOLLOWING POLICIES AND PROCEDURES. PROVEN TALENT FOR ORGANIZING AND MANAGING PATIENTS' HEALTH INFORMATION DATA, VERIFYING ACCURACY AND ACCESSIBILITY OF FILES, AND ENSURING RECORD ACCURACY. A METICULOUS INDIVIDUAL WHO IS KNOWN DEVELOPING AND MAINTAINING HEALTH INFORMATION NETWORKS TO INCREASE EFFICIENCY OF ORGANIZATION.

SPECIAL KNOWLEDGE

- MEDICAL LAWS, REGULATIONS AND TERMINOLOGY
- RECORDKEEPING PROCEDURES

- **SELECTED ACCOMPLISHMENTS**

INCREASED MEDICAL RECORDS MANAGEMENT EASE BY DEVELOPING AND IMPLEMENTING A NOVEL RECORDS HANDLING SYSTEM

- DECREASED RECORD RELATED DISCREPANCIES BY 67% BY INTRODUCING AND IMPLEMENTING A SOLID DATA CHECK SYSTEM
- TIMELY IMPLEMENTED A SYSTEM WHICH AUTOMATICALLY REVIEWED RECORDS FOR COMPLETENESS AND ACCURACY
- IDENTIFIED AND CORRECTED 5200 DISCREPANCIES IN EXISTING DATA BY PERFORMING A THOROUGH CHECK OF THE EXISTING MEDICAL RECORDS SYSTEM

DECLARATION

I HEREBY DECLARE THAT THE ABOVE FURNISHED INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE:

DATE :

ATHUL V.S

REFERENCE:

HARSHA PRAKASH MK

PLACEMENT OFFICER

HINDUSTAN LATEX FAMILY PLANING PROMOTION TRUST

(UNIT OF HILL LIFECARE LTD. GOVT. INDIA)

DDUGKY, KERALA