

# Resume

## ALU ALPHONSA THOMAS

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I aim to work as a Quality Documentation Specialist, and study New digital development techniques to improve the healthcare system. As an eager, committed, consistent individual and professional, I seek to challenge myself, and contribute my capacities/skills to the independence and constant growth of the self and others.

### Career Objective:

To work in a busy, challenging and enthusiastic organization where my abilities, skills, and confidence to strive and win as a healthcare professional will be utilized, and to grow with the organization.

### Educational Qualifications, Certifications & Grading: -

<u>Year</u>	<u>Degree</u>	<u>Qualification</u>	<u>Name of the Institution</u>	<u>Grade</u>
2022	Medical Scribing	Certificate	Transorze solutions, Cochin	A
2013	Medical Biotechnology	M.Sc	Chettinad University	74%, B+
2009	Diploma in applied science	Diploma	Eastern Institute of Technology, NZ	120 points
2008	Biotechnology	B.Sc	Mar Augusthinose College, Ramapuram, Kerala	69%, B+

## **Professional Skills**

- Typing Proficiency & Speed
- Considerable Computer & IT Technology Skills
- Data & Information Documentation Technology savvy
- . Commitment, Concentration, and Timely Completion of Responsibilities Assigned
- . Focussed and Task-Oriented, with keen observation skills.
- . Eagerness and Enthusiasm for Constant Learning & Updation
- . Quick Grasping Power
- .Long-Term Dedication & Sincerity
- .Team-Spiritedness and Team-Work Oriented
- .Organizational and leadership Capacities

## **Key strengths**

- Adaptability
- . Patience
- Speed and efficiency
- Time management
- Communication skills
- Attentive listening
- Self-motivated
- Positive attitude
- Good work ethics: honesty, punctuality, responsibility.
- Fast learner, hard worker.

## **RELEVANT WORK/INTERNSHIPS & PROJECTS' EXPERIENCE: -**

1. Medical Audiovisual Documentation Internship Experience, Learning Management Systems (LMS), Transorze
2. Delivered/Submitted Swift, crisp, Concise and comprehensive clinical summaries on - Researched Case-Studies Documented in Different Timelines - Chief Complaints Presented to the Clinic, Signs' & Symptoms' Progression, Diagnostics & Diagnoses delivered, Treatment, & Plan
3. Studied/Researched, Discussed, Documented and Presented Case-Studies on - History of Present & Past Illnesses, Portrayed from both Patient-Centered and Doctor-Centered Perspectives.
4. Organized, Researched, and Composed Case-Studies' Presentation and Portrayal of: Organ Donation, trafficking and malpractice and infection, and Organ Donation and Life-Saving Transplant Services.
5. Planned and Presented Medical Communication Content for - Case-Studies' Presentations on Self-medication & Consequences, Side-effects
6. Researched and Studied, and Presented a clinical case on - Psychological Distress & Family History and Drug-Addiction & Dependence - With Discussion of Community & Healthcare Revolutionary Measures and Tactics.

## **Personal Details:**

Date of Birth: 29/05/1987

Nationality : Indian

Marital Status : Married

Languages : Malayalam, English

Hobbies : Reading, movie, music, cooking

## **Declaration**

I, Alu Alphonsa Thomas, hereby declare that all the information furnished above is true to the best of my knowledge and belief.