



Sonia Anto. C.
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PERSONAL SUMMARY

A highly resourceful, energetic and competent medical secretary who has gained around 10 years of experience of providing the highest standard of patient-centred administrative support. Possessing a proven ability to deal with all aspects of front office duties and able to handle competing demands professionally and efficiently.

CAREER HISTORY

KIMS OMAN HOSPITAL
MEDICAL SECRETARY - 01.10.2012 - 30.06.2022

Responsible for maintaining the smooth running and operation of all front desk activities in a busy medical practise. Helping the doctors and medical staff by managing their administrative and secretarial duties.

Transcribes and types discharge summaries, patient histories, routine x-ray, nuclear medicine, CT, MRI, Ultrasound, special procedure reports etc.

Duties:

Answering telephone calls and dealing with face to face enquiries.

- Politely greeting patients and visitors to the centre.
- Scheduling appointments for patients.
- Checking patients in and out.
- Creating and updating patients' electronic health records.
- Transcribes and types reports in the prescribed format(CT, USG , X-RAY, MRI) in PACS system.
- Managing the day-to-day operations of a medical facility
- Scheduling and coordinating appointments.
- Providing quality customer service to patients.
- Working in a professional environment.
- Requires knowledge of the use of all equipment in the office, including transcribing machines, computers/word processors and typewriters.

PROFESSIONAL EXPERIENCE

Competencies:

- Ability to prioritise and organise a heavy workload.
- Extensive knowledge of medical terminology.
- Ability to quickly file alphabetically and numerically.
- Can use Microsoft Office Word confidently.

Personal:

- Having a professional appearance and demeanor at all times.
- Good team player.
- Having a flexible approach to work.
- Remaining calm under pressure.
- Able to remain confidential at all times.
- Excellent concentration skills.

KEY COMPETENCIES AND SKILLS

Office administration

Keyboard skills

Time management

ACADEMIC QUALIFICATIONS:

	Name of Institution	University	Year of Passing
SSLC	St. Paul's C.G.H.S, Kuriachira, Thrissur	Department of public examination board, Kerala	1998
Plus Two	St. Antony's HSS, Pudukad	Board of Higher Secondary Examination	2000
Degree(BSc. Biotechnology)	St. Mary's College, Thrissur	Calicut University	2003

REFERENCES:

Dr. Saravanan. T.S
Specialist Radiology
KIMS HEALTH HOSPITAL
Email: saravanan.ts@kimshealth.om