



ALEENA JOSE

+91 7356892628

+91 9847970664

aleenaallu724@gmail.com

PERMANENT ADDRESS

Thundathil (H)
Chariamthuruth
Varapuzha P O
Ernakulam Dist.
Pin-683517

PERSONAL INFO

Date of Birth : 30.10.2001
Gender : Female
Name of Father : Jose Binu T J
Marital Status : Single
Religion : Christian (L.C)
Languages Known : English, Malayalam

PROFILE SUMMARY

- Strong work ethics capable of hardworking multicultural environment. Optimistic approach towards a task and flexible to time.
Having an attitude to understand.

PERSONAL QUALITIES

- Highly motivated and eager to learn new things.
- Strong motivational and leadership skills.
- Excellent communication skills in written and verbal.

CAREER OBJECTIVE

To choose a career in Medical Records Technology and to develop myself in the field.

WORK EXPERIENCE

Medical Records Trainee at Lourdes Hospital Emakulam
(15.11.2021 – 15.05.2022)

ACADEMICS

- Diploma in Medical Records Technology from Lourdes College of Paramedical Science – CMAI (2019-2021)
- Passed higher secondary from HSS, Of Jesus Kothad (2017-2019)
- Passed high school from HSS, Of Jesus Kothad (2017)

FAMILIARIZE IN

- Discharge files assembling and deficiency
- Checking
- Coding (ICD - 10, ICD-9)
- Filing
- Release of Information
- Birth and Death online Registration
- Scanning of inactive files
- Statistics preparation
- Auditing
- Communicable Disease Reporting
- Chart Retrieval

REFERENCES

Mrs. Reny Abraham
Medical Records Manager & HOD
Lourdes Hospital, Kochi — 682012
Kerala, India
Contact Number : 91 9496822643

DECLARATION

I hereby confirm that all the details given by me are true to the best of my knowledge and can be submitted with relevant documents if required.

Place : Varapuzha

Date: