

GREESHMA SADAN.P

Medical Record Librarian



Nellippillil (H), kalloorkad, kalloorkad P.O, Manjalloor, Muvattupuzha,
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Career Objective

To be able to find an exciting and challenging entry level position in the world of Health Information management and use my expertise professional as well as social spheres, enabling collective excellence and technical growth, personal fulfillment with attitude for new ideas and concepts to enhance the overall growth of the organization.

Key Skills

- Dedication
- Hard working
- Good communication skills
- Self confidence
- Team work
- Ability to work under pressure

Work Experience

22 Feb. 2019 - 01
Mar. 2019

General Hospital
Thiruvananthapuram

Medical Records Observation Trainee

- 10 Days posting experience in Medical Records Department.

08 Feb. 2019 - 21
Feb. 2019

Regional Cancer Center
Thiruvananthapuram

Observation Trainee At Medical Records Department

- 10 Days posting experience in Medical Records Department

28 Jan 2019 - 07
Feb. 2019

Govt. Women & Child
Hospital

Observation Trainee At Medical Records Department

- 10 Days posting experience in Medical Records Department.

05 July 2016 - 31
Jan. 2017

Vps Lakeshore Hospital
Ernakulam

Microbiologist Trainee

- 10 Days posting experience in Medical Records Department.

Education

2017 - 2019
SCHOOL OF MEDICAL
EDUCATION,
KOTTAYAM

Master of Medical Documentation

2007 - 2011
SCHOOL OF MEDICAL
EDUCATION,
KOTTAYAM

Bachelor of Medical Microbiology

Professional Skills

- Record keeping, record maintenance.
 - Hospital statistics.
 - Strong knowledge about medical terminology and coding.
 - Trained in ICD-9, ICD-10, ICD-O, and ICPM.
 - Computer knowledge in windows 7,8,10.
 - MS office word, Excel, Power point and outlook.
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Languages Known

- English
 - Hindi
 - Malayalam
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Declaration

All the information given above is true to best of my knowledge. I am very much interested in learning new things and stay updated with the industry. I am humbly requesting you to consider my application and grant me an opportunity to showcase my skills and sincerity towards my company.

Muvattupuzha
17.06.2022

Yours faithfully
GREESHMA SADAN.P