

RESUME

SHAKILA HEMA BAI .R

No. 8A, Loganathan Street,
West Tambaram,
Chengalpattu District
Chennai – 600045

Email : jayarajshakila@gmail.com
Mobile : 8939243725

CAREER OBJECTIVE:

Seeking a challenging career with a progressive organization that will identify & utilize my skills and abilities

ACADEMIC PERFORMANCE:

S.No	Course	College/school	University/ board	Aggregate
1.	Diploma in Medical Record Technician	S.L.R. & T.C. Karigiri Hospital, Vellore, Tamilnadu	Government of Tamil Nadu	First class
2.	H.S.C.	Bharath Matriculation Hr. Sec. School, Vellore	Government of Tamil Nadu	Second Class

TECHNICAL QUALIFICATION :

- Type Writing Lower
- Basic Computer Knowledge
- MS -word
- Excel
- Power Point

EXTRA CURRICULAR ACTIVITIES

- Reading Books
- Listening Music
- Reading Novels

WORK EXPERIENCE

- 2022 November – **Aakash Infertility Hospital Vadapalai** Till Date
- Worked as a **Senior Executive in Medical Records in Sparsh Hospital Bangalore** for 12 years 2007 to 2020
- Worked as a **Medical Record Technician in Shiffa Hospital Bangalore** for 3 years from 2004 to 2007
- Worked as a **Medical Record Technician in CSI Rainy Hospital** for 5 years from 1997 to 2002
- Worked as a **Medical Record Tech in Soudi Arabia** (Alkobor – 1 Year) 2003-2004

Strengths:

- Very good observer
- Hardworking and Honesty
- Self-Motivated and Achieve target

Languages Known:

- Tamil
- English

Personal Information :

Name : **SHAKILA HEMA BAI .R**

D.O.B : 10-12-1974

Gender : Female

Nationality : Indian

Marital Status : Married

Religion : Christian

Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date:

Yours faithfully

Place:

SHAKILA HEMA BAI. R