

RESUME

Application for the suitable post:

Name : **Swarnalatha. R**

Sex : Female

Date of Birth : **18/05/1977**

Address : Swarnam House,
Thathancode
Anad P.O., Nedumangad
Trivandrum Dist.
rswarnalatha09@gmail.com
Ph: 7306455423

Educational qualification : B.Com, M.Com

Technical qualifications :

- Medical Transcription
- DCA.
- DTP (Eng, Mal, Hindi, Tamil)
- Type writing (Eng, Mal, Hindi, Tamil).
- Photoshop & Graphic Designing
- Thorough knowledge in MS office packages.
- Tally.

Working Experience : **12 years experience in graphic designing plus
13 years experience in Medical Transcription.**

- (1) **Worked as a graphic designer cum Data Entry Operator at C-DIT (Centre for Development of Imaging Technology, Govt. of Kerala) from last 4 years.**
(Computer proficiency in Eng, Mal, Hindi, Tamil languages)
(*Well experienced in various projects from Archives Department*)
- (2) Worked as a Medical Analyst at (RND Softtech, Trivandrum (from 2012 to October 2021 HBT).
- (3) Worked as a Medical Analyst at Spectrum Softtech Solutions, Trivandrum

- (4) Worked as a Medical Analyst at Conscience, TVM.
- (5) Worked as an Asst. Manager cum Computer Faculty at Vighneswara, Nedumangad 7 years (own institution).
- (6) Worked as a Medical Analyst at Vishwa Transcription Services at Ernakulam.
- (7) Worked as a Medical Quality Documentation Specialist at IDS Infotech Ltd, Mohali, Punjab.
- (8) Worked as a Medical Scribe (Quality Documentation Specialist for Insurance Companies) at Insignia Mediscripts New Delhi.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Swarnalatha R.', with a horizontal line underneath.

Swarnalatha. R