

# RESUME

## AKHIL RAJAN

THAIVALAPPIL HOUSE

KURICHIKKARA.P.O

PONGANAMKADU

THRISSUR

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### Objective

To utilize the opportunities of working with in reputed and progressive organization where I can enhance my professional skills and strength in conjunction with the company's goal and objectives and face new challenges.

### Personal details

Father Name	:	Rajan .T.N
Date of Birth	:	15/12/1992
Gender	:	Male
Marital status	:	Single
Religion	:	Hindu
Nationality	:	Indian
Language Known	:	Malayalam, English & Tamil

### Computer / Technical Knowledge

- ✓ Medical Transcription
- ✓ Knowledge on MS Office (Word , Excel and Power point
- ✓ Basic Knowledge
- ✓ Internet
- ✓ DTP (English)

## Academical Qualification

Course	School/ College	University/ Board	Year of Passing	Score
SSLC	GHSS Villadom	Board of Secondary Education , Kerala	2007	72%
Plus Two	Govt. HSS, Kattilapoovam	Board of Higher Secondary Education, Kerala	2010	84%
Medical Transcription	Spectrum Training Academy	Private	2011	
BSW	Distance	Bharathiar	2020	70
MSW	Distance	Bharathiar	Doing	

## Experience Summary

Year of Experience : 4 years

- I. ISIS Management  
Designation : Data Entry operator
- II. Integrated Registry Service  
Designation : Relationship Manager
- III. E- Mithram CSP

## Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place:

**AKHIL RAJAN**

Date:

