

CURRICULAM VITAE



VIRONY ANCY V.X.

Kattathara House
North Bhajanamadom
Kumbalanghy
Kochi, Ernakulam, Kerala
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Objective

-
Seeking a technically challenging position in any field which provides opportunity to pursue my career advancement and increase my technical knowledge and skills.

Summary

- **Comprehensive Experience in medical transcription**
- **Experienced in working under high stress situations**
- **Strong team player and skilled to drive responsibility under steep deadlines.**

Educational background

Medical Transcription

- Duration : 6 months
- Spectrum softtech solutions, Ernaklam

B.Sc Zoology

- Duration : 3 years
- Year of passing : April 2007
- The Cochin College, Fortkochi
- Mahatma Gandhi University

Plus Two Science group

- Duration : Two Years
- Year of passing : March 2005
- St. Peter's H.S.S, Kumbalanghy
- State Board

SSLC

- O.L.C.G.H.S. Thoppumpady
- Year of passing : March 2003
- State Board

Work Experience:-

Medical Transcriptionist

- Spectrum Softtech Solutions, Ernakulam
- Duration: 3 years

Transaction Analyst

- ACS , Infopark, Kakkanad
- Duration: 1 year

Medical Transcriptionist, Smile train coordinator, Public Relations Officer, Secretary to Managing Trustee

- Specialists Hospital, North Ernakulam

- Duration: 3 yrs

Office secretary to Fetomaternal Consultant

- Cimar Cochin Hospital , Ernakulam
- Duration : From 2016 till now

Key Technical Skills:

- **Making medical records.**
- **Excellent in customer service and public relation**
- **Type writing with high speed**
- **Good knowledge in in-patient, Insurance, and ECHS**
- **Knowledge in Microsoft Office packages**
- **Teaching**
- **Good knowledge in Sonocare Radiology Software**
- **Good knowledge in EMR**

Personal Profile:

Date of Birth	:	14/10/1986
Sex	:	Female
Nationality	:	Indian
Marital Status	:	Married
Husband's Name	:	Joseph Manoj K.X.
Linguistic Provision	:	Malayalam, English & Tamil
E-mail	:	manoj.manuanu.ancy@gmail.com
Hobbies	:	Drawing, Reading , Dancing, and Singing

Declaration:

I, Virony Ancy V.X, hereby declare that the information presented above is correct to the

best of my knowledge and belief.

Place : Kochi

Date :