

RESUME

VINI ANNA MATHEW

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Pathanamthitta, Kerala

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CAREER OBJECTIVE

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding at a reputed organization so as to take responsibility and contribute significantly.

POST APPLIED FOR:

Medical Record Technician

ACADEMIC QUALIFICATION

- DMRT (Diploma in Medical Record Technician from Christian Medical Association in 2018-20 (Passed).
- Bachelor of Science in Zoology from Mahatma Gandhi University in 2015-18 (Course completed).
- Senior Secondary (XII) HSC -Biomaths, M G M Higher Secondary School, Thiruvalla -2015 (Passed).
- Higher Secondary (X) SSLC -M G M Higher Secondary School, Thiruvalla -2013 (Passed).

PROFESSIONAL SKILLS

- Coding
- Assembling
- Deficiency checking
- Statistics
- Filing
- File disposal
- Computer knowledge
 - Birth & Death registration

PERSONAL STRENGTHS

- Positive attitude
- Leadership quality
- Helping mentality
- Creativity
- Hard working
- Communication skills

EXPERIENCE

- Working as a Medical records technician in the Medical records Department of Muthoot Health care pvt Ltd Centre, Kozhencherry since 10/12/2020

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 8 May 1998
- Gender : Female
- Marital status : Single
- Languages known : English,Hindi,Tamil,Malayalam

DECLARATION

I hereby declare that all the above information is true and accurate to the best of my knowledge and belief.

Thiruvalla

Date



VINI ANNA MATHEW