



# VEENA K M

Kambany Parambu(H)  
Thathappilly P O  
North Paravur,  
Ernakulam, Kerala  
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## Work Experience

### Medical Transcriptionist

NanoDot Research Pvt. Ltd., Nagercoil, Tamil Nadu  
Jan 2023 - Apr 2023

- Maintained high accuracy and reliability in transcribing of reports with final diagnosis.

- Handling patient's information with HIPAA Compliance.

### Medical Records Assistant

General Hospital Neyyattinkara, Thiruvananthapuram  
Jan 2023 - Apr 2023

- Performed office related support tasks and clerical functions.
- Created and updated with physical and digital records of patients to maintain accurate documentation.
- Carried out front office duties utilizing data entry skills in framework of medical database.
- Assisted physicians during consultation in E-health recording.
- ICD-10-CM Coding Practices.
- Prepared Survey Analysis Report regarding Hospital services and facilities.

### Medical Records Assistant

Regional Cancer Centre, Thiruvananthapuram  
Mar 2023

- Kept accurate log for medical information and records.
- Specialised in Oncology Coding.
- Gone through medical record tracking, issuing and receiving process and registration procedures.

## Educational Details

### Medical Records Assistant Training Course

DDU-GKY Nettani, Thiruvananthapuram  
Grade:  
May 2022 - April 2023

### M.Com. Finance and Taxation

The Cochin College, Kochi  
Grade: 3.9  
Jun 2019 - Jul 2021

### B.Com. Finance and Taxation

St. Xavier's College for Women, Aluva  
Grade: 9.1  
Jun 2016 - Mar 2019

### Higher Secondary

S.N.H.S.S North Paravur  
Grade: 93  
Jun 2014 - Mar 2016

## Objective

I am seeking a career to utilize my knowledge and personal skills to attain a comprehensive understanding at a reputed organization, so as to take responsibility and contribute significantly.

## Projects

### Medical Records Science

Focused on various aspects of patients' record maintenance and its importance for smooth and efficient functioning of the hospital.  
Oct 2022 - Dec 2022

## Skills

**Typing Speed of 50 WPM with 95% Accuracy.**  
Advanced

**Familiar with ICD-10-CM, CPT and HCPCS**  
Advanced

**Proficiency in MS Office Functions and Office Automation.**  
Advanced

## S.S.L.C

S.N.H.S.S North Paravur

Grade: 83

May 2013 - Mar 2014

## Hobbies

Writing malayalam fictions in E-book platform.

Travelling and Photography.

Listening to music.

## Languages known

Malayalam - Native or Bilingual Proficiency.

English- Professional Working Proficiency.

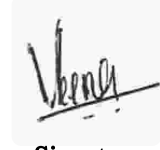
Hindi - Elementary Proficiency.

## Declaration

I do hereby confirm that the information given above is true to the best of my knowledge.

Place: **Ernakulam**

Date: **09/06/2023**



**Signature**