

OBJECTIVE

Looking forward to work with an organization which offers a challenging opportunity to improve my skill and experience that would allow me to contribute towards achieving the organizational goals to be best of my potential.

EXPERIENCE

NanoDot Research Pvt.Ltd., Nagercoil, Tamil Nadu.

20/01/2023 - 25/04/2023

Medical Transcriptionist

As a transcriptionist, transcribing voice-recorded medical reports that are dictated by physicians, nurses and other healthcare practitioners with an accurate manner.

Government Hospitals and Clinics

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Medical Records Assistant

Documentation of the patients' information as a medical records with maintaining the confidentiality.

Updating and organizing information, ensuring the records comply with health care system.

File sorting, indexing and numbering.

File tracking.

Issuing various certificates.

Physician's Assistant

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Government Hospital

Scribing.

Insurance claiming.

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Medical Coding

Handling ICD-10-CM

EDUCATION

Kerala Vhse Board

2016

PLUS TWO VHSE Agriculture (Nursery Management and Ornamental Gardening)

78%

SNM COLLEGE, Maliankara.

2020

Degree

C



SRUTHIN CHANDRAN

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Ramanthara(house) chalakka
North kuthiyathode P. O
Ernakulam pin code :683594

SKILLS

Good typing skills of 55 AWPM with Above 95 Accuracy.

Good Communication skill.

Innovative.

Knowledge about medical terminology.

Presentation skills.

Good leadership Quality.

Ability to multitasking.

Management of MS Office Suite.

LANGUAGES

Malayalam

Hindi

English

Tamil

INTERESTS

Listening to music

Watching movies

Dancing

Playing football

DDUGKY Nettani, Thiruvananthapuram

2022

Medical Records Assistant

INTENSHIP

General Hospital, Neyyantinkara and RCC Trivandrum As a medical records assistant.

PERSONAL DETAILS

Date of Birth : 01/02/1999

Marital Status : Unmarried

Gender : Male