



# ADHEENA NAVAS

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## Objective

Seeking professional opportunity in an organisation where my skills can be utilized to the fullest and I may put my expertise best for the satisfaction and development for the organisation and there by improving my knowledge and skills for the higher task.

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## Experience

- Women & Children Hospital Thycaud Thiruvananthapuram** 04/09/2023 - 10/09/2023  
Medical Records Assistant  
Worked as a trainee at Medical Records Department.
  - Done Medical documentation  
(Receiving, Issuing, Assembling, Deficiency checking, Indexing, Sorting and Filing of Medical Records)
  - ICD 10 coding.
  - Training in EHR.
  - Census of IP & OP.
  - Preparation of registers like birth & death.
- Government District Model Hospital Peroorkada Trivandrum** 21/08/2023 - 26/08/2023  
Medical Records Assistant  
Worked as a trainee at Medical Records Department.
  - Done Medical documentation  
(Receiving, Issuing, Assembling, Deficiency checking, Indexing, Sorting and Filing of Medical Records)
  - ICD 10 coding.
  - Training in EHR.
  - Census of IP & OP.
  - Preparation of registers like birth & death.
  - Uploading data to generate medical board certificate.
- Regional Cancer Centre Trivandrum** 20/07/223 - 19/08/2023  
Medical Records Assistant  
Worked as a trainee at Medical Records Department.
  - Done medical documentation.  
\*Receiving, Issuing, Assembling, Deficiency checking, Cancer Coding (ICD 10 O ), Indexing, Sorting and Filing of Medical Records.  
\*Medical Records Issuing to other clinics and to doctors for study purposes.
  - Training at 7 clinics like A (Haematology, Lymph and bone marrow), B (head and neck), C (breast & CNS), D (gynaecological & urinary), E (chest & gastro), F (paediatric oncology )and G (Thyroid)
  - Appointment booking , Cancelling and rescheduling.
  - Training at KASP
- Government General Hospital Neyyattinkara** May (2023) - July (2023)  
Medical Records Assistant  
Worked as a trainee at Medical Records Department.
  - Done Medical documentation  
(Receiving, Issuing, Assembling, Deficiency checking, Indexing, Sorting and Filing of Medical Records)
  - ICD 10 CM coding.
  - Training in EHR.
  - Census of IP & OP.
  - Uploading data to generate medical board certificate.
  - Preparation of registers like birth & death.
  - Birth and death corrections.
  - Physician Assisting.
  - Training at KASP, Pharmacy, Labour room etc...

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## Education

- DDU-GKY NETTANI ,TRIVANDRUM** 2023  
MEDICAL RECORDS ASSISTANT  
B grade
- C-DIT** 2022

DIPLOMA IN COMPUTER APPLICATION  
A Grade

- **UNIVERSITY OF KERALA** 2020  
BSc ZOOLOGY  
86%
  - **SNHSS CHITHARA** 2017  
HSE  
86%
  - **GHSS CHITHARA** 2015  
SSLC  
96%
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### Skills

- Basic knowledge in Medical Coding
  - Typing speed
  - Knowledge & experience in M.S Excel, Word & Powerpoint
  - Good communication skill
  - Leadership qualities
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### Interests

- Engage in group activities
  - Listening music
  - Travelling
  - Social activities
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### Activities

- NATIONAL CADET CORPS -C certificate holder
  - NATIONAL SERVICE SCHEME
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### Languages

- ENGLISH
  - MALAYALAM
  - TAMIL
  - HINDI
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### Personal Details

- Date of Birth : 08/05/1998
  - Marital Status : SINGLE
  - Nationality : INDIAN
  - Religion : ISLAM
  - Gender : FEMALE
  - Driving Licence : 21/1756/2019
  - Place : TRIVANDRUM
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### Declaration

- I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above mentioned particulars.