



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.

Experience

- Medical Records Assistant** 04/09/2023 - 10/09/2023
Women & Children Hospital Thycaud Thiruvananthapuram
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.
- Medical Records Assistant** 21/08/2023 - 26/08/2023
Government District Model Hospital Peroorkada Trivandrum
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.
- Medical Records Assistant** 20/07/2023 - 19/08/2023
Regional Cancer Centre Trivandrum
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
- Medical Records Assistant** May (2023) - July (2023)
Government General Hospital Neyyattinkara
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...

Education

- MEDICAL RECORDS ASSISTANT** 2023
DDU-GKY NETTANI ,TRIVANDRUM

- **DIPLOMA IN COMPUTER APPLICATION** 2022
C-DIT
A Grade
- **BSc ZOOLOGY** 2020
UNIVERSITY OF KERALA
86%
- **HSE** 2017
SNHSS CHITHARA
86%
- **SSLC** 2015
GHSS CHITHARA
96%

Skills

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

Interests

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

Activities

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

Languages

- ENGLISH
- MALAYALAM
- TAMIL
- HINDI

Personal Details

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

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.