

RESUME



Riswana PR

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Address: Althaf manzil,L p s road

Ponnurunni,Vyttila p o

Ernakulam

Objective:

Seeking innovative and challenging career in a growing organization which gives me an opportunity to utilize my skills & knowledge and provides me an opportunity for career growth.

Academic Profile:

- B.Com Tax from Tandem College in 2020
- Diploma in medical scribing from Luminis institute of skill training in 2023
- 10th from Christ king convent school in 2014

Technical Expertise:

1. Tally ERP
2. MS Excel, Word and PowerPoint
3. Typing

Work experience:

Trainee medical scribe at scribeemr (6months).

Skills:

- Good communication skills
- Quick learner
- Ability to work independently
- Active learning
- Active listening
- Easily adaptable
- Medical Terminology

Personal Information

Father's name: Rasheed PA

Date of birth: 30 June 1998

Gender: Female

Marital Status: Married

Nationality: Indian

Languages Known: English, Hindi, Tamil

Hobbies: Reading Books, Traveling, Riding

Declaration: all the above information is correct up to my knowledge and I bear the responsibility of the correctness.

Place:

Date: Riswana PR