

# RESUME

I am a qualified doctor and a medical transcriptionist. I am currently seeking a job for the position of a medical transcriptionist in your hospital.

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Name : ALENTA MARIYAM ANTO

Date of birth : 10/07/1997

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## CONTACT DETAILS

Email : alentamariyam@gmail.com

Mobile No. : 8075352656

Permanent address : Puthussery House,  
Ashram Road, P O Potta,  
Chalaky, Thrissur, Kerala

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## PERSONAL DETAILS

Name : Alenta Mariyam Anto

Father's Name : Anto P G

Marital Status : Unmarried

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## QUALIFICATIONS

- 2023 - Completed BHMS from RKDF University, Bhopal
  - 2023 - Completed professional diploma in medical transcription
  - 2015 - Completed 12<sup>th</sup> from Nirmala Matha Central School, Thrissur
  - 2013 - Completed 10<sup>th</sup> from Holy Grace Academy, Mala
  - 2021 - MS Office
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## ACHIEVEMENTS

I have coordinated the university fest, have won awards in different events organized in the college and school.

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## SKILLS

- MS Office
  - Tally
  - Good leadership quality and communication skills
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## LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- German