

RESUME

ARUN LAL M

S/O NARAYANAN M

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CAREER OBJECTIVE:

To prove my excellence at work and to obtain, maintain and secure a remarkable reputation in my career, where there is an increased opportunity for advancement responsibility. I enjoy the work I do and take pride in completing assignments given to me.

WORK EXPERIENCE:

11/2021 to Current :-

Medical Transcriptionist (Medical Secretary)

Avitis institute of medical science

Nenmara, palakkad

12/2020 to 06/2021:-

Medical Transcriptionist (Medical Secretary)

Aster Mims Hospital – Kottakkal, Kerala

- Transcribe physician's dictation of medical office visits, including incoming correspondence.
- Operate word processing, dictation and transcription equipment
- Receive File and store materials as required.

03/2019 to 12/2020:-

Assistant Pharmacist

Kochoos Pharmacy Clinic – Melattur, Kerala

- Responsible for the Selling of medicine according to the prescriptions.

EDUCATIONAL CREDENTIALS:

➤ **DIPLOMA IN MEDICAL TRANSCRIPTION**

Transorze Solutions Malappuram, Kerala

Year of Passing: September 2020

➤ **PLUSTWO (VHSE)**

MEDICAL LABORATORY TECHNOLOGY

GVHS School Nellikuthu

Year of Passing: March 2016

➤ **SSLC**

R M Higher Secondary School Melattur

Year of Passing: March 2014

COMPUTER PROFICIENCY:

- MS OFFICE (Word, Excel, Power Point)

LANGUAGES KNOWN:

- English , Malayalam , Hindi

INTERSHIPS/TRAINING:

- Attended 1 Month On the Job training Programme Conducted by Govt. Medical College ,Manjeri
(From 15.10.2015 to 05.11.2015)

CO- CURRICULAR ACTIVITIES:

- Participated in National Service Scheme and awarded as the best Cadre.

ACHIEVEMENTS:

- Achieved First Prize in 4*400Metre Relay in State Level Pharmacy intercollege meet,
- Achieved Second Prize in 800 Metre Running.
- I have Good records by scoring knowledge in Competitive Exams.

HOBBIES:

- Football, Athletics

PERSONAL PROFILE:

Fathers Name : Narayanan M
Mothers Name : Sheeja
Address For Communication : Mangalathodi House
Melattur Post
Malappuram District
679326-Pin
Date of Birth : 14-03-1998
Sex : Male
Nationality : Indian
Religion : Hindu
Marital Status : Unmarried
Mother Tongue : Malayalam

DECLARATION

I hereby declare that the above information in this document is accurate and true to the best of my knowledge and I take complete responsibility for all the above-mentioned information.

Place: ARUN LAL M

Date: Signature