



ARCHANA SUDHAKARAN

AKKALATHIL HOUSE, PALLAM P O, KOTTAYAM -686007
7594800924 | archanasudhakaran07@gmail.com

Objective

To play a vital role in the development and success of the organization for which I would be working and bring about sustained self-development.

Professional Qualification

- Medical Record Technician and Coding in 2020 – 2022 from St.Thomas College Allied Health Science, Chethipuzha, Changanacherry .

Experience

- **P K DAS Institute of Medical Sciences-Hospital & Medical College, Vaniamkulam, Ottapalam** 17/11/2022 - 31/01/2024
Medical Record Technician

Education

- **St.Thomas College, Chethipuzha** 2022
Diploma in Medical Record Technician
- **St Mary's College, Kurichy** 2020
Bachelor of Commerce
- **MD Seminary Higher Secondary School,Kottayam** 2017
Plus Two
- **Buchanan Girls High School, Pallom** 2015
SSLC

Professional Skills

- ❖ Knowledge in Medical Terminology, Anatomy, Physiology and Hospital Administration
- ❖ Experienced in Assembling and Coding.
- ❖ Filing and Indexing of Medical Record
- ❖ Word Processing.

Skills

- Excellent Communication Skills
- Fast learning
- Hard Working
- Leadership skills
- Good Motivator
- Self Confidence
- Adaptability

Languages

- Malayalam
- English

Personal Details

- Date of Birth : 03/07/1999
- Marital Status : Single
- Nationality : Indian
- Religion : Hindu

Declaration

- I hereby declare that the above information's are correct to the best of my knowledge and belief.

Place:

Date:

ARCHANA SUDHAKARAN