



Sreya Sathyan P P

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Objective

Seeking a responsible job in Medical Scribing field where I can use my skills in the best possible way for achieving the organization's goals and to build a long term carrier in my position with opportunities for challenging and career growth.

Education

Course / Degree	School / University	Grade / Score	Year
High School	GVHSS Madikai	89%	2017
Higher Secondary	GHSS Balla East	80%	2017 - 2019
Diploma in Civil Engineering	Govt. Polytechnic College Kasaragod	82.4%	2019 - 2022
Advanced Program in Medical Scribing	NIMS, Thodupuzha		2022 - 2023

Skills

- Typing Proficiency 50 WPM
- Proficient in medical terminology and abbreviations
- Proficiency in Electronic Health Records (EHR)
- Prepare medical documents from pre-recorded videos
- Knowledge in medical chart preparation
- Attention to detail
- Computer Literacy
- Spoken and written knowledge in US and UK English
- Listening skill & Communication skills
- Multitasking

Achievements & Awards

- Rajya Puraskar for Scouts and Guides in 2016

Languages

- English
- Hindi
- Malayalam

Personal Details

- Date of Birth : 04/10/2001
- Nationality : Indian
- Gender : Female

Declaration

- I here by declare that all the information provided above is accurate to the best of my knowledge.