

CURRICULAM VITAE

NAME: LAVEENA MARIA D'SOUZA

CONTACT NO: 9741629822

DATE OF BIRTH: 15TH NOV. 1977

ADDRESS: JOSS VILLA
PINTO COMPOUND
KODICAL, ASHOKNAGAR
MANGALORE – 575006

MARITAL STATUS: MARRIED

QUALIFICATION: SSLC/PUC/Bcom
SECRETARIAL COURSE WITH TYPING

EXPERIENCE: 3 YEARS FOR DATA CONVERSION
3YEARS FOR TOURS AND TRAVELS
11 YEARS IN MEDICAL TRANSCRIPTION
5 years in medical billing company, transcription,
charge entry, appointments, scan review etc.
6 months medical scribe

SRENGTH: GOOD COMMUNICATION SKILLS, GOOD
INTERACTING SKILLS AND PUBLIC RELATIONS
ZEAL TO WORK HARD

E-MAIL ADDRESS: lavinajpinto@yahoo.com

(Laveena Maria D'Souza)