



# RENJITH UNNIKRISHNAN

To secure a challenging position in a company in which I can effectively contribute my technical skills and leadership qualities to the upliftment of the company and personal growth. I completed Ba Sociology from Annamalai University, and I completed certificate in medical coding from Transorze Solutions Trivandrum, diploma in Hospital Management, and also have diploma in Data Entry & Console Operation. And i focuses on developing the skills and knowledge required for efficient data entry and console operation tasks.

## PERSONAL DETAILS

Blood group : AB +

**Date of Birth**  
13th September, 1996

**Nationality**  
INDIAN

**Marital Status**  
Single

**Address**  
Reshma Nivas keezhoor  
vellayani po Trivandrum  
Pincode : 695522

## TECHNICAL SKILLS

- ✔ Word Processing
- ✔ Communication
- ✔ Knowledge Updation

## SKILLS

- ✔ Understand Medical Terminologies
- ✔ Problem Solving
- ✔ Patient Records Verification
- ✔ Data entry and management
- ✔ Patient care

## CONTACT

- ☎ 7907807155
- ✉ renjithunnikrishnan2023@gmail.com



## EDUCATION

- ✔ Bachelor of Arts in Sociology,  
Annamalai University, Tamilnadu  
May 2020 - September 2023
- ✔ Certificate in Medical Coding & Billing  
Transorze Solutions, Trivandrum  
March 2022  
Registration No : MC/TRV/2917
- ✔ Certificate in Digital Literacy  
Adani Skill Development Centre  
August 2021
- ✔ Certificate in Data Entry & Console Operation,  
Centre for Development of Imaging Technology (C-DIT)  
October 2013
- ✔ Diploma in hospital management  
Avodha Educational Institution Kakkanad, kochi  
December 2023  
Registration No : 1182778612

## ONGOING ACCADEMIC COURSES

- ✔ MBA in Healthcare Management  
Asian international University Manipur
- ✔ Diploma in HR Specialist  
Avodha Educational Institution Kakkanad, kochi

## LANGUAGES

English   
Malayalam   
Hindi   
Tamil 

## REFERENCE

### S. JOSPHINE VINITHA

**PROFESSOR / PRINCIPAL**  
NIMS College of Nursing  
nimsnursing@gmail.com  
9486760474

### ASWATHY LA

**DEVELOPMENTAL NURSE COUNSELLOR**  
Nims Hospital  
sreeaswathy495@gmail.com  
9645745118

## WORK EXPERIENCES

### Docgiant Services & Private limited

INFOPARK, Kakkanad, Ernakulam, Kerala  
Junior associate ( dept: Clinical summary)  
March 10 2023 – May 17 2023

### Nims medicity

Neyyattinkara, Trivandrum, Kerala  
Medical Summariser  
November 2022 – March 2023

### Nims medicity

Neyyattinkara, Trivandrum, Kerala  
COVID sample collection staff Nurse @  
Trivandrum International Airport  
January 2021 – March 2022

## DISSERTATION

- A Study to assess the effectiveness of structured teaching programme on knowledge regarding the mosquito control measures among selected community people in Balaramapuram.

## STRENGTH

- Positive Approach
- Capable to holding responsibilities
- Effective Communication
- Time Management
- Punctuality
- Team Work
- Adaptability

## DECLARATION

All the information mentioned above in the resume is correct to the best of my knowledge and belief." "All the details mentioned above are true and correct to the best of my knowledge and beliefs.

RENJITH UNNIKRISHNAN