



# AMMU P RAJESH

## (MEDICAL SCRIBE)

### CAREER OBJECTIVE

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

### EDUCATION

**Medical Scribing (2023)**  
VIVACRISTO International Kochi

**Degree (2019-2022)**  
**B.A English Literature and Communication Studies**  
Newman College, Thodupuzha

**Higher Secondary (2017-2019)**  
**Biology Science**  
Dr. APJ AbdulKalam Higher Secondary School, Thodupuzha

**SSLC (2017)**  
St. Mary's High School Nakapuzha

**Additional Qualification (2022-2023)**  
**Post Graduate Diploma In Computer Application**  
G-Tec Computer Education Thodupuzha

### EXPERIENCE

**Assistant Trainer**  
G-Tec Computer Education Thodupuzha  
2022 July-2022 November

**PROJECTS**  
The Truth Untold: America Beyond The American Dream

### DECLARATION

I hereby confirm and verify all the facts mentioned above and I hold the responsibility of their authenticity and correctness.

**Place:**

**Date:**

**Ammu P Rajesh**

### ADDRESS

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Madakkathanam,  
Muvattupuzha  
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### TECHNICAL SKILLS

Typing speed above 50  
MS Office

### LANGUAGES KNOWN

English  
Malayalam

### STRENGTHS

Problem Solving  
Creative  
Friendly  
Leadership  
Time Management  
Flexibility  
Patience