



ASHNA SAJU

Mob: +91 73566 42133
E-mail: ashnasaju098@gmail.com

ADDRESS:

THANNIKKAL HOUSE
Kannankara Bhagam, Panmana
Panmana PO, Kollam
Kerala, India, PIN: 691583

PERSONAL DETAILS:

Date of Birth : 16-07-1999
Nationality : Indian
Father Name : Saju.A
Mother Name : Liby Mol. M.K
Marital status : Married
Spouse Name : Shibin Shamsudeen

LANGUAGES KNOWN:

English, Malayalam, Hindi & Tamil

RESUME

CAREER OBJECTIVE

Seeking a challenging position in medical field to leverage my expertise and contribute to accurate reimbursement processes, ensuring compliance and efficiency in healthcare administration. Driven professional, adept at medical office supporting physicians, nurses and other medical staff to facilitate patientcare.

EDUCATION

- ❖ Medical Scribing, CPMS, Luminis Institute of Skills and Training Pvt. Ltd.(2023)
- ❖ Front Office Associate, ASAP (2017)
- ❖ B.A English Language and Literature, University of Kerala
- ❖ Plus Two- Humanities, Board of Higher Secondary Examinations, Kerala (2017)
- ❖ SSLC, Board OF Public Examinations, Kerala (2015)

ADDITIONAL QUALIFICATIONS

- ❖ Knowledge in Medical Terminology
- ❖ Knowledge in Medical Coding
- ❖ Typing Skills
- ❖ Listening
- ❖ Basic Computer knowledge

PERSONAL SKILLS

- ❖ Positive thinking & Self Confidence
- ❖ Appropriate decision making and problem solving skills.
- ❖ Team working, Multitasking and Time Management.
- ❖ Written and verbal communication skills.

DECLARATION

I, Ashna Saju, Solemnly declare that above information is true and correct to the best of my knowledge. I understand that if any information given above is found false/incorrect, my candidature is liable to be rejected.

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