

## SANJANA SAJEEV



### CONTACT

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### LANGUAGES

English Malayalam Hindi Tamil

### OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

### EXPERIENCE

#### AKG Memorial Co-operative Hospital, Kannur

17-06-2021 - Present

Medical Transcriptionist (Radiology)

Transcribe medical records for doctors in Radiodiagnosis department.

Analyze, proofread and edit transcriptions and medical records.

Assist physicians and administrators with data entry.

Review existing medical records and identify gaps in patient files.

#### AV associates & Interior Designing, Kunhimangalam

03/03/2021 - 05/05/2021

Front Office Executive

managing the front desk and reception area of an office.

Serving

as the initial point of contact for clients and visitors, they are

responsible for

creating a great first impression of the company.

#### Medilabs Ultrasound scanning centre, Payyannur

18/08/2020 - 01/03/2021

Medical Transcriptionist

Transcribe medical records for doctors in Radiodiagnosis department.

Analyze, proofread and edit transcriptions and medical records.

Assist physicians and administrators with data entry.

Review existing medical records and identify gaps in patient files.

#### Government medical college hospital, Kannur

04/04/2019 - 26/07/2019

Data entry operator

Prepares, compiles, and sorts documents for data entry.

Verifies and logs receipt of data. Transcribes source data into the required electronic format.

Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.

#### Zyus educational app, Mizone, Darmasala

14/02/2018 - 13/09/2018

Data entry operator

Prepares, compiles, and sorts documents for data entry.

Verifies and logs receipt of data. Transcribes source data into the required electronic format.

Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.

## EDUCATION

**Avodha Edutech, Ernakulam**

2024

NSDC certificate in Medical coding,transcription and software billing executive

**Avodha Edutech, Ernakulam**

2023

Diploma in hospital administration

**St. Mary's Central school & Junior College, Rajakumary, Idukki**

2018

Plus two (AISSCE)

80

**Seventh Day Adventist English Medium High School, Nedumkandam, Idukki**

2016

SSLC

78

## DECLARATION

I do hereby declare that the above statements mentioned in my resume are true and correct to the best of my knowledge and belief.



SANJANA SAJEEV