



Preetha.B

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AswathyBhavan,Puthuchira,Umayanalloor(P.O),Kollam-
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OBJECTIVE

Goal oriented and detail oriented health care professional with experience in patient care in Medical Records management, seeking a position to leverage my skills in health care administration, data analysis and problem solving, to contribute to my professional growth as well as the growth of health care organisation.

EXPERIENCE

- **Medical Records Technician, General Hospital Neyyatinkara**
General Hospital, Neyyatinkara
I have undergone training in Medical Records Department for 3 months. Where I got a chance to explore more in medical records and ICD coding. Along with that I have gained experience in scribing for various doctors at General Hospital, Neyyatinkara.
- **Junior Health Inspector Grade 2**
PHC, Adichanalloor
It was a nice experience and a good opportunity to improve my employability skills. Working as a JHI during pandemic situation was very challenging.

ADDITIONAL INFORMATION

- *Monitor and review medical facility operation.
- *Develop and implement safety plan and procedures.
- *Provide technical advice and support to staff.
- *Maintain records of inspections and findings.
- *Monitor and document COVID-19 tests & conducting health awareness programs at the time of pandemic situation.

SKILLS

Soft skills & Technical Skills

80%

SOFT SKILLS

- Leadership
- Problem solving
- Decision making
- Interpersonal communication

TECHNICAL SKILLS

- Typing
- MS office
- Data analysis

QUALIFICATIONS

2023

- **Medical Records Assistant**
Health care sector, Skill council (DDU-GKY)

2013	73%
	• B.Ed, Natural Science Kerala University 78%
2010- 2012	• Bsc, Zoology Kerala University 66%
2006 - 2008	• Diploma In Health Inspector Course Directorate of health service 80%

LANGUAGES

- Malayalam
- English
- Tamil
- Hindi

PERSONAL DETAILS

- Date of Birth : 1/5/1988
- Marital Status : Single
- Nationality : Indian
- Gender : Female

DECLARATION

- I here by declare that the information stated above is true to the best of my knowledge.

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