

# Daya Davis



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International City, Dubai.



## Professional Summary

To be associated with a progressive organization and effectively assimilate knowledge and to be part of the team that dynamically works towards the growth of organization and self.

## Professional Skills & Competencies

- Effective management and organization skills
- Good convincing power
- Self-motivated with positive attitude
- Microsoft Office tools
- Medical Records Indexing
- Manage Patient health information
- Medical records review for compliance with regulations
- Quality Assurance of Medical Record

## Work Experience

**Organisation** : St. James 'Hospital, INDIA (March 2019 - November2021)  
**Designation** : Medical Records Coordinator  
**Responsibilities** :

- Audit records for accuracy.
- Medical records review for compliance with regulations.
- Process patient admission and discharge document.
- Maintain all patient records by indexing.
- Issue Reference slip to attendants for collecting Death and Birth certificates.
- Worked in collaboration with the quality in charge, Superintendent of nursing.
- Handled medical –legal cases and submitting the claims forms.
- Maintain daily, Monthly and Yearly reports.
- Basic knowledge for medical Coder.
- Prepare reports for Government Authorities.
- Ensure paper work is properly filled out.
- Ensure all files are secure.
- Communicate with physicians and other healthcare professionals to clarify diagnosis or obtain additional information's.
- Verify accuracy and accessibility of files.
- Preparation of forms required for the necessary MRD.

**Organisation** : Boxer Apparels pvt.ltd., INDIA (September 2014- April 2015)  
**Designation** : HR Manager  
**Responsibilities** :

- Employee orientation, development, and training
- Company employee communication
- Compensation and benefits administration and record keeping
- Employee safety, welfare and wellness
- Maintaining employee files and the HR filing system

**Organization** : Palace Hospital pvt.ltd., INDIA(Sepember 2013-July2014)  
**Designation** : Asst.HR Executive  
**Responsibilities** :

- Assisting with employee relations
- Company employee communication
- Employee safety, welfare and wellness
- Maintaining employee files and the HR filing system

### **Training Program**

- Medico Legal training knowledge for clinical Staffs
- Medical Record Documentation training for all clinical staffs
- Taking classes for BSS Medical Record Science Students.

### **Academic Qualification**

➤ **Medical Records And Health Information Technology**

(From Government of India with HLF-PPT),Noida

➤ **MBA (HR & Finance)**

Nehru School of Management at NCERC, Pampady  
Calicut University.

➤ **B.com (Computer Application)**

Nirmala College of Information Technology  
M.G. University

### **Languages Known & Personal Information**

English\_ ●●●●●●●●●○  
Malayalam ●●●●●●●●●○

Hindi ●●●●●●●○○○  
Tamil ●●●●○○○○○○○

Gender - Female

DOB: - 18-08-1988

Marital status – Married

Visa Status:- Visit Visa    Nationality :- INDIA

### **Reference**

Available upon Request