

## CURRICULUM VITAE

**RAMYA**  
**D/o Raghurama**  
**Bajal Kuthadka**  
**Bajal Post,Mangalore-57502**  
Mob: +917338479760 & +971565954827  
Email: ramyasalian27493@gmail.com



---

### CAREER OBJECTIVE

To work in a vibrant and reputed organization where my knowledge, skills and experience can be utilized for the betterment of organization and grow along with people and organization.

### ACADEMIC CREDENTIALS

- ❖ Master of Arts(MA) Mangalore University, Konaje, Mangalore
- ❖ Bachelor of Arts(BA) in School of social work, Roshini Nilaya, ❖ Mangalore
- PUC in Govt. First grade Women's college, Balmatta
- ❖ S.S.L.C in St.Joseph High school Bajal, Mangalore.

### WORK EXPERIENCE

Present Employer : MIO **Hospital**, Specialty Cancer Hospital in Mangalore,Karnataka.

Position : Executive – M R D & Receptionist & discharge summary,billing

Period : From December 30.12.2018 to till

**Experience in INDIANA HOSPITAL & HEART INSTITUTE LTD**, Mangalore, Karnataka

Position : Executive – M R D (Medical Records Department)

Period : From 11.05.2017 to March 30.03.2018.

- Statistics /DAILY /MONTHLY
- Communicable diseases report submission for DHO
- Wound certificate issues
- MLC case sheet submission for Court
- Birth and Death correction issues
- Communicate with physicians and other healthcare professionals to clarify diagnosis or to obtain additional information

- Filing
- Assembling
- Deficiency check
- File retrieving for insurance policy/legal issues /any other
- Birth and Death report submission through online /manual

### **Job Profile:**

Previous Employer : Manipal Ankur Andrology & Reproductive Services

Position : Customer Care Co-coordinator(For Two Years)

### **Job Profile:**

- -Receiving Phone calls & responding to enquiry
- -Billing file Maintaining taking messages responding to inquiry.
- -Any other duties from time to time depending on the requirements of the management

### **TECHNICAL SKILLS**

Computer knowledge

PGDCA (post Graduate Diploma in Computer Application)

Knowledge in Microsoft Office (Excel, Word, PowerPoint)

### **PERSONAL INFORMATION**

Date of Birth : 27-04-1993

Sex : Female Marital Status : Married

Nationality : Indian Religion : Hindu

Languages Known : English, Hindi, Kannada, Tulu

Permanent Address : D/o Raghurama Bajal Kuthadka Mangalore-575002

Phone Number (Mob) : 0565452207

Visa Status : visiting visa 3months

### **Declaration**

I hereby declare that the above-mentioned information are true to the best of my knowledge and belief.

Place:Dubai

Date:

RAMYA