



BENEDICTA MONIS

Objectives

To make optimum utilization of knowledge and skills acquired and utilize opportunities effectively for professional growth to contribute the best towards the betterment of the organization and society.

Passport Details

Passport number: V1756418

Visa Status : Visiting Visa

Date of Issue : 24-08-2021

Date of Expiry : 23-08-2031



Al Qusais, Dubai, near DAFZA metro station



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PERSONAL DETAILS

Date Of Birth : 20.07.1995

Nationality : Indian

Gender : Female

Religion : Roman Catholic

Experience

20/10/2016-31/01/2022

Medical records clerk • Junior assistant • Fr. Muller's charitable Institution.

Work Responsibilities

- Inpatient and outpatient deficiency work.
- Assembling and scanning IP and OP records, issuing sick and medical reports.
- Sending in patient records to the appropriate respective wards clinics etc.
- Verify information in birth notification with relevant documents.
- Operate office machinery such as copier, fax machine and scanner. Pulled requests for medical
- Department and Insurance Department with their specific work when required.
- Answering the telephone and dealing with enquiries, routed the calls to the appropriate personnel within the department or hospital.
- Handling office reception by interaction with patients via phone, email and in person,
- Greeted and directed clients, external staffs with assistance as needed to the appropriate personnel within the department.
- Retrieved all medical records from nursing stations within the hospital to the file room area for filing.
- Filed X-ray reports, lab reports, referral letters, and other medical record correspondence in the correct patient's medical record.

Education

Padua college of commerce management studies , Mangalore

- B.com, 2016

St. Martha's pre university college

- PUC- Commerce, 2013

Govt. Composite High School Kottigehara Mudigere

- SSLC, 2011

Skills

- Problem Solving Adaptability
- Collaboration Strong Work ethic Time Management Critical

- Thinking
- Handling Pressure
- Leadership
- Good communication

Computer courses and Achievements

- 6 months Banking course - V care coaching centre, Mangalore
- Been a part of Workshop in Enhancing personal effectiveness
- National Skill development course as Trainee Associate
- 6 months computer accounting Programme at Centre for continuing Technical Education- Karnataka.
- Basic Ms Excel, Ms- word and Ms- Power point Presentation
- Grade A in Tally ERP
- Grade A in Speed English typing

References

Fr. Muller's charitable Institution, Mangalore India.