

RESUME

Name of the candidate	Triveni
Father's name	Prakash Murthy K.B
Date of Birth	03/06/1974
Educational qualification	[2 ND PUC]
Technical qualification	Kannada & English senior typewriting Hindi junior typewriting Computer application & Hindi Rashtrabhasha Course.
Religion	Hindu
Languages known	Kannada, English and Hindi [reading, writing and speaking]
Work experience	1. 2005 to 2008 in <i>Suraksha Nursing School</i> [as computer operator and clerk. Mysore] 2. 2006 to 2008 in <i>Gurukul BE.d collage</i> [as computer operator and clerk. Mysore] [Both are in same institute] 3. 2008 to 2015 in <i>Vikram Hospital</i>— Mysore. [as department secretary]-handling both IP and OP in Gastroenterology and Oncology departments and 5 months in all Departments. 4. 2016 March to till date-working in Mallya hospital in Business development Department-As marketing assistant. 5. 2016 June to till date working in M.S.Ramaiah NH in Bangalore as senior executive.

Nature of works known

Preparing discharge summaries, billing, OP and IP registrations, front office executive, investigations reporting, [depending upon hospitals software, with good typing speed] worked as secretary to Cardiologist –(HOD)

PRESENTLY WORKING AS DEPARTMENT SECRETARY – DEPARTMENT ACADEMIC WORKS, RMAIAH MEDICAL COLLEGE WORKS, [CARDIOLOGY] DEPARTMENT ACADEMIC WORKS. PREPARING AUDITING DOCUMENTATIONS AND INSPECTION DOCUMENTATIONS. NAAC WORK. Etc.

Total work experience

:

17 years completed

Contact No

:

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Triveni