

# **CURRICULUM VITAE**

**S. ROLAND RAJ**

**NO: 9/134, SOUTH MAIN ROAD,  
ERAIYUR, ULUNDURPET TALUK,  
KALLAKURICHI DT.607021**

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## **Career Objective:**

To perceive a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge.

## **Educational Qualification:**

Done B.Sc Medical Records Science under SRM University from Chennai FROM  
2018- 2021

**S.S.L.C** from Tamil Nadu Board Of Secondary Education, A.K.T Matriculation  
Academy Higher Sec School, Kallakurichi from – 2015 -2016

**H.SC** from Tamil Nadu Board of Higher Secondary Education A.K.T Matriculation  
Academy Higher Sec School, Kallakurichi from - 2017 -2018

## **Learning's include**

Transaction processing /Data Entry

ICD-10 and ICPM

Preparing and maintaining medical reports, medical certificates, birth and death register and notifying the concerned authorities and completing the procedures.

Preparing monthly statistical reports like patients admitted or discharged on monthly basis or yearly basis, Doctors wise, Result wise, Sex wise, Age wise, Department wise inpatient statistics as required. Preparing Mortality, Mobility, Delivery Statistics, Trauma Statistics and operation Procedure Statistics.

Reviewing the medical records of out patients, admitted patients and emergency patients to ensure that they are comprehensive and accurate.

Authorizing records after verification with source documents comprising manual records.

To assist senior management by preparation of statistics in advance of meetings and preparing minutes of the meeting.

## **Records Management**

Maintenance of accurate staff records / statistics as required by the Administration.

Capability in efficient organizing, reorganizing and the management of the Records Department.

Ability to maintain the high standard of Records

Assisting the Record Committee in designing and developing different forms required for use like birth and death registers, medical record requisition forms.

## **Public Liaison**

Handling medical legal cases Road Traffic Accident cases, Burns and Poisoning, Assaults and Industrial accident cases, informing police, attending the court when required.

## **Key Strengths**

Accuracy and speed in data capture from Manual records.

Commitment, concentration and devotion to work.

Experience in working in a computerized environment.

Quick learner – very good ability to grasp new processes or system willingness to change.

Maturity in handling tough work situations and difficult customers.

## **Computer Skills**

Basic computer knowledge

## **PERSONAL DETAILS**

|                             |                           |
|-----------------------------|---------------------------|
| <b>Name</b>                 | : S. Roland Raj           |
| <b>Father Name</b>          | : H. Sundarraaj           |
| <b>Date of Birth</b>        | : 17-06-2021              |
| <b>Age</b>                  | : 20(Years)               |
| <b>Sex</b>                  | : Male                    |
| <b>Nationality</b>          | : Indian                  |
| <b>Language Proficiency</b> | : Tamil, English, Telugu, |
| <b>Marital Status</b>       | : Single                  |

## **DECLARATION**

I hereby declare that all the above stated information is true to the best of my knowledge and belief.

Date: 22-11-2021

Yours Faithfully

Place: Chennai

(S.ROLAND RAJ)