

Archana thakur

thakurarchana179@gmail.com

House number- B-14/1049 sekha road ,street number:1, near jain temple Barnala
(Punjab) 148101,
Mobile : 8872232241



CAREER OBJECTIVE

Intend to get a position to utilise my skills and abilities into practice for mutual growth and benefits and make endeavors toward the way which is innovative creative and Excel in my field.

ACADEMIC DETAILS

- Bachelor in science [2011] with aggregate of 62% from GCG sector 11 Chandigarh affiliated to Punjab University
- Diploma in information technology [2014] with aggregate of 72% from Softbrain informatic technology Pvt Ltd.
- Postgraduate diploma in medical lab technician [2014] with aggregate of 66% from Punjab technical University
- Medical record technician [2015] with aggregate of 82% from Govt.industrial training institute for women sector 11-c Chandigarh

WORK EXPERIENCE

- Worked as Medical record clerk/ technician in Eden critical care hospital from Feb 2015 to Mar 2018

Role :Responsibilities:

Maintains record of patient care by compiling, reviewing, and filing documentation of patient's condition, treatment, and health outcome.

- Worked as Medical Record Health Information Technician under project pmkvy upsdm in IINREM from Sep 2018 to Jun 2020

Role :to teach students medical record subject under pmkvy project protocols

FIELD OF INTEREST

- Teaching ,computing, want to work as medical record technician

SKILLS

- Internet, can read write speak Hindi, English, Punjabi language,Typing

STRENGTH & HOBBIES

- Hardworking, consistency
- Cooking, reading books

DECLARATION

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Date :

Place : Barnala

(Archana thakur)