VINOD MUNDEKKOTTIL RAJAN

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# OBJECTIVE

I'm looking for full-time work in the role of Health Care assistant in the health and community industry.

# PERSONAL STATEMENT

Compassionate caregiver who knows how to keep a level head during emergencies. Able to provide a number of services to clients to make them feel comfortable and safe at all times. Possesses certificates in first aid techniques as well as CPR. Excel at exemplifying proper bedside manner. Specialization in looking after elderly patients. I have a strong passion for health and wellness! It brings me great joy helping individuals set and reach their health goals.

# WORK HISTORY

## Gaelan Medical Care Hospital

Sharjah, UAE

May 2022 - Present

## Saudi German Hospital

Sharjah, UAE

Aug 2019 - May 2022

## MModal Global Services

Coimbatore, India Nov 2009 - Dec 2018

# QUALIFICATIONS

## **Certified Caregiver, KHDA Dubai**

## University of Calicut

Kerala, India 1998 - 2001

## University of Calicut

Kerala, India 1996 - 1998

## Mt. Carmel HSS

Kerala, India 1996

## MRD Officer

Medical Transcriptionist/MRD executive



## Medical Transcriptionist

Bachelor of Arts in Economics



Economics and Statistics

## Pre-degree course (10+2)

Economics and Commerce

SSLC

# TECHNICAL SKILLS

MS Office Electronic Health Record

Medical Transcription

# PERSONAL SKILLS

## Caring and Kind

Always showed empathy towards clients

## Cheerful and friendly

Approachable and easy going

## Positive Attitude

Optimistic and expecting good things to happen

## Willingness to learn

Strive to update myself always

## Calm under pressure

Experience in dealing with angry and upset patients

## Strong attention to detail

Makes very minimal mistake

## Strong communication skills

Experienced in communicating all levels of patients

## Team work

Can work as a part of team as well as on my own initiative

# COMMUNITY & VOLUNTEER EXPERIENCE

## Volunteers AE



Dubai, UAE

Jun 2022 - Present

# ACHIEVEMENTS

## 2021

2022

Employee of the month

Licensed volunteer.

# INTERESTS

Cooking and baking Being involved in volunteering

Playing sports Reading books

# REFEREES

Referees available on request.