

# DIVYA R

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Jothipuram, Coimbatore

909-265-5551

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## OBJECTIVE

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Target-oriented, creative, organized, and motivated individual seeking to work with you in an effort to utilize my years of experience and to fulfill the company's strategic requirements.

## WORK EXPERIENCE

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**Aquity Solutions Pvt Ltd**, Coimbatore — *Healthcare Documentation Associate*  
2015 - 2021

- Efficiently organize and process interoffice communications and requests for patient medical records, while compliant with HIPAA rules and regulations.
- Type/proofread all letters, reports, etc., for errors, maintain attention to detail.
- Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- Decide which information should be included or excluded in reports.
- Responsible for covering shifts to which they have assigned.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Worked flexible hours, night, weekend, and holidays.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote a safe working environment.

**AB Academy**, Coimbatore — *Faculty*  
2013 - 2015

- Created activities that targeted language systems, vocabulary, pronunciation, and grammar.
- Encouraged students to ask questions and to express their difficulties.
- Focused on conversation, grammar, and proper mannerisms.
- Prepared engaging classroom discussion topics to improve students' conversational skills.
- Keep accurate student records and submit related reports and forms within requested timelines.
- Evaluated student learning by creating and applying course competencies and accurately evaluating student progress.

## EDUCATION

| Qualification                        | Institute/Organization                      | Year of passing | Percentage |
|--------------------------------------|---|-----------------|------------|
| BSC Maths with Computer Applications | PSG College of Arts and Science, Coimbatore | 2013            | 81%        |
| Higher Secondary (12th Std)          | Corporation Girls Hr Sec School, Coimbatore | 2010            | 80%        |

## SKILLS

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- Excellent attention to detail.
- Strong proof-reading skill.
- Ability to meet deadlines and manage time effectively.
- Computer proficiency and ability to quickly learn new applications.
- Ability to multitask efficiently, communicate effectively.
- Underwent Skilled Based Program with Dr. Reddy's Foundation.

## TECHNICAL SKILLS

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MS Office

## LANGUAGES KNOWN

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- English
- Tamil
- Telugu

**Divya R**

Date:

Place: Coimbatore