

Durgasowmiya M

CONTACT

Phone: +91-9962848499
Email: durgasowmiya0409@gmail.com

Address: NO 9, Kanagambaram Street, K.K. Nagar, Peerkankaranai, CH-600063

SUMMARY

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

PROFESSIONAL EXPERIENCE

Quality Executive | 2022–Present
Preludesys, Siruseri, Chennai.

- Indexing of medical files from various sources.
- Reviewing
- Quality checking, following quality standards and procedures to minimize error.
- Maintaining records with accuracy and completeness.
- Utilize medical data software wherever required for various projects.

EDUCATION

Classic Paramedical College and Research Center | 2022–2023
DMLT

- Percentage: 95%

Peri College of Arts and Science | 2020–2022
Bachelor of Science in Microbiology

- Percentage: 85%

Santhosh Vidyalaya Matriculation Higher Secondary | 2017–2019
HSC

- Percentage: 70%

Santhosh Vidyalaya Matriculation Higher Secondary | 2017–2019
SSLC

- Percentage: 91%

CERTIFICATES

- Type Writing – English (Junior)

SKILLS

- Punctual and always prepared to work upon arrival
 - Commitment to work
 - Effective communication
 - High typing speed with accuracy
 - Multitasking
 - Ability to motivate staff, and maintain good relations
 - Resistance to stress
 - Good manners
 - Goal-oriented
 - Ambitious to achieve high positions
-

**PERSONAL
INFORMATION**

- Father's Name: Mari R
 - Date of birth: 09-05-2002
 - Nationality: Indian
 - Marital status: Married
 - Religion: Hindu
 - Language Proficiency: Tamil & English
-

DISCLAIMER

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