**Gulfjobseeker.com CV No:** **1063404**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**COVER LETTER**

It is with great interest that I am forwarding my CV/Resume for your consideration.

My record of academic achievements and professional career history, demonstrates attributes that make me a valuable employee.

My CV/Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thank you for your time and consideration, and do not hesitate to contact me if you have any questions.

I look forward to speaking with you soon.

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| **Objectives:** |

*Seeking a job to Harness and hone my skills in association with progressive firm which provides a good working environment and offers professional growth, while being resourceful and innovative. To work in a multinational organization with increasing responsibilities and scope for Performance oriented growth that will give job satisfaction and career development.*

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| **Professional Experience:** |

* ***August 2006 to June 2013 worked with Healthcare BPO Industry*** *.*

* *M-Modal Global Services PVT. LTD (February 2012 to June 2013)*
* *Quality Analyst:*
* To edit and proofreading medical document.
* To maintain electronic health record.
* *Responsible for making changes to grammar, punctuation, ensuring 100% quality of the report.*
* *Spheris India PVT. LTD (May 2010 to November 2011)*
* *Medical Transcriptionist:*
* Transcribing the voice file into word format.
* Checking medical terminology, anatomy, and medical reference usage.
* Adhere to rules governing patient confidentiality at all times.
* *MedWrite India Software and Solutions PVT. LTD (August 2006 to October 2009).*
* *Medical Transcriptionist:*
* Transcribing the voice file into word format.
* Ensuring Good quality of the transcribed document.
* ***September 2003 to January 2005, Mohar Travels (Taj Tristar Hotel), Hyderabad****.*
* *Supervisor:*
* *Ticket booking*
* *Petty Cash*
* *Manual Accounts Book Keeping*
* *Car rental services*
* *Data Entry*

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| **Educational Qualifications:** |

* Intermediate-Delhi Academic Council for Higher Education.
* Board of Secondary Education - Central Board of Secondary Education.

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| **Technical Qualifications:** |

* Diploma in Hospital Data Entry Operator – Medwin Institute of Medical Sciences, Nampally, Hyderabad.
* ***Computer Awareness***

***Operating Systems***

* + *Windows*
  + *MS Word*
  + *MS Excel*
  + *MS Power Point*
  + *Typing 50 WPM.*

***Internet Exposure***

* + *Email Correspondence*
  + *Internet Browsing /Surfing*
  + *Search Engines (Google, Yahoo.etc…)*
  + *MS Internet Explorer*
  + *MSN & Yahoo Messenger Service*

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| **Personal Traits:** |

* *Quick learner able to adapt new situations smoothly*
* *Self motivated to work hard*
* *Excellent interpersonal and coordination skills*
* *Good communicator and team player.*
* *Good level of emotional Intelligence*
* *Possess a good sense of humor as well as good judgment in displaying it*

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| **Personal Details:** |

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| * Date of birth | **::** | 22nd November 1983 |
| * Marital Status | **::** | Married |
| * Nationality | **::** | Indian |
| * Languages | **::** | English,Urdu,Hindi & Telugu |
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| **Declaration:** | | | |

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.