

Whats app Mobile:+971504753686

 Gulfjobseeker.com CV No:1574970

E-mail: gulfjobseeker@gmail.com

**•••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••••**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SUMMARY OF QUALIFICATION**Experienced transcriptionist with the sound knowledge of the physiology, medical terminology and exceptionally good knowledge of medical transcription. Excellent communication skills both verbally and written with the very good in customer service and dealing with the problems. Strong PC skills like MS word, MS access, MS excel etc. and great typing skills more than 65 wpm. Great ability to transcribe, interpret and verify the dictations..**Key Strengths and Skills:**

|  |  |
| --- | --- |
|  | * Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
 |
|  | * English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
 |
|  | * Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software installation, troubleshooting and maintenance
 |
|  | * Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
* Microsoft Office Suite, excel, word and outlook.
* Excellent typing speed with experience in transcribing/editing ER reports, H&P’s, chart notes, discharge summaries, cardiology, orthopedics, OB/GYN, neurology, gastroenterology, radiology, ENT, allergy, Hem/Onc, dermatology, operative notes etc. in compliance with HIPPA guidelines.
 |

**School/College:**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Institution/University | Degree/Examination | Percentage |
| 1997 - 1998 | Lourd Mount English Medium School, Vattappara, TVM/Kerala University. | SSLC | 68% |
| 1998 - 2000 | Iqbal College, Peringammala, TVM/Kerala University | Pre-degree | 52% |
| 2000 - 2003 | AJ College, Tonnakkal, TVM/Kerala University | B.Sc. Electronics | 64% |
| 2003 - 2005 | Jai Bharath Arts & Science College, Perumbavoor/MG University. | M.Sc. Electronics | 65% |

**Job Experience:****1. Medical Transcriptionist (7 years)**

|  |  |
| --- | --- |
| Job/Duration | Organization |
| 1. Medical Transcriptionist/Dec 2008 to Dec 2011 | Accentia Technologies. |
| 2. Senior Editor/Jan 2011 to Dec 2012 | CBay Systems India Private Limited. |
| 3. Senior Editor/Dec 2012 to Jan 2016 | Vishwa Transcription Services. |

**Description:*** Transcribe dictated recordings made by physicians and healthcare professionals.
* Write and produce discharge summaries, medical history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic-imaging studies, progress notes, and referral letters.
* Proofread document for errors and grammar.
* Return transcribed documents to point of origin, such as physician or other healthcare professional.
* Assisted physician by reviewing documents and prescriptions for grammatical errors and changes.
* Use medical terminology to accurately convey diagnosis or treatment.
* Translate medical jargon and abbreviations.
* Refer to standard medical reference materials for clarity.
* **Identify** mistakes in reports, and check with doctors to obtain the correct information.
* Perform data entry and data retrieval services, providing data for inclusion in medical records and for transmission to physicians.
* Produce medical reports, correspondence, records, patient-care information, statistics, medical research, and administrative material.
* **Re**turn dictated reports in printed or electronic form for physicians' review, signature, and corrections, and for inclusion in patients' medical records.
* Perform a variety of clerical and office tasks, such as handling incoming and outgoing mail, completing and submitting insurance claims, typing, filing, and operating office machines.
* Comply with specific standards that apply to the style of medical records and to the legal and ethical requirements for keeping patient information confidential.
* Isolate mistakes or inconsistencies in a medical report and correct the information.
* Ensure high-quality patient care.
* Refer to Internet or digital or analog dictating equipment for dictation.
* Work with programmers and information systems staff to stream in voice communication that provides seamless data transfers through network interfaces.
* Utilize speech recognition technology.

**2. Customer Care Executive in Airtel (4 Months, 2007)****Description:*** Assigned the tasks of handling customer queries, feedback, complaints and request regarding Airtel products and services.
* Responsible for maintaining and developing relationships with customers.
* Assigned the tasks of preparing day-to-day activities of customer care department.
* Handled the tasks of recording and scrutinizing the complaints received from customers.
* Responsible for providing administrative support to customer service team.
* Researched and complied answers to provide information to customers.
* Assigned the tasks of providing timely responses to the queries and complaints of customers.

**Personal Details**:Gender : Male.Age : 31 Date of Birth : 10/02/1984.Marital Status   : Married. Languages Known : English, Hindi, Malayalam, Tamil.**Additional Information:**I am trainable, team player, work well alone once trained. In the event of my being selected in your organization, I assure you that I will discharge my duties and responsibilities with utmost care and sincerity, to attain the goal of the authority. Enjoy my career. |

 |