HR Executive with 3 years of professional experience in the field of Medical Transcription in India (Mumbai)

Professional Profile

I am an enthusiastic and professional in Human Resource Management, who enjoys being part of, as well as leading, a successful and productive team. I am quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems. I am able to work well on my own initiative and can demonstrate the high levels of motivation required to meet the tightest of deadlines. Even under significant pressure, I possess a strong ability to perform effectively.

OBJECTIVE

Looking for a challenging job in HR field to make effective contribution towards the development of the organization and perform a challenging career in that field.

EDUCATIONAL QUALIFICATIONS

1.  Master Degree-Master Of Business Administration (Human Resource Management)

Tilak Maharashtra University, Pune, India

2.  Bachelor Degree (English Literature & Psychology)

University of Mumbai, India.

3. B.Ed (S.K College of Education & Research)

EMPLOYMENT RECORDS

1) Pioneer Management Consultants – India

Worked as an HR Executive (Recruitment) from December 2015 to August 2015

2) JOBS & JOBS HR, Mumbai -- India

Worked as an HR Executive from June 2012 to June 2013

3) R-Tec System, Mumbai – India

Worked as an Editor from June 2009 to December 2009

4) Value Process Pvt. Ltd, Mumbai - India

Worked as a Senior Medical Transcriptionist from February 2007 to May 2009

5) Infovision Software Pvt. Ltd, Mumbai - India

Worked as a Junior Medical Transcriptionist from December 2006 to February 2007

PERSONAL DETAILS

Date of Birth:                                     September 28, 1987

Sex:                                                     Female

Nationality:                                          Indian

Languages:    ​                            English, Hindi, Tamil

**First Name of Application CV No:** **1704690**

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