   **Niroshini**

**Niroshini.318727@2freemail.com**

Sr. Medical Transcriptionist

**OBJECTIVES**

To work with a team of highly motivated and professional members that will provide me an insight into the practical application of my knowledge and skills, seek a challenging position to commensurate with my qualification in career growing organization. I want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers be successful.

**SKILLS**

* Expert in Ms Office
* Excellent typing speed
* Medical Terminology
* Ability to work under pressure
* Decision making
* Time management
* Leadership
* Teamwork

**WORK EXPERIENCE**

Worked as a senior medical transcriptionist for five years at MedSource Pvt.Ltd.(Sri Lanka) since 2010 to 2015.

**ACADEMIC QUALIFICATIONS**

G.C.E. Advanced Level Examination in 2009 (Government)

G.C.E. Ordinary Level Examination in 2005 (Government)

**OTHER QUALIFICATIONS**

⦁ Having attended a course of lectures and demonstration in Basic First Aid (Sri Lanka Red Cross Society 2004).

⦁ Completed a 4 months course titled English For Life at Gateway English Language Centre (2009).

⦁ Participation in the Training program on Personal Development & Leadership (2009).

⦁ Advanced Training in Medical Transcription (2010).

⦁ Best Teamwork (2011-2012) at MedSource Pvt.Ltd.

⦁ Has attended a Spoken English Course at British Council, Sri Lanka (2015).

**PERSONAL DETAILS**

Date of Birth:             01st of January 1990.

Marital Status:           Married.

Language Known:     English, Sinhala, and Tamil.

Gender:                      Female.

Nationality:               Sri Lankan.

Visa Status:                Visit Visa

Date of Issue:            31st of January

Date of Expiry:          29th of April

I do hereby certify that the particulars furnished by me in the application, are true and accurate to best of my knowledge and if selected, I shall perform my duties efficiently, loyally and to your entire satisfaction.