338775Templates

***PROFESSIONAL SUMMARY***

**To obtain a suitable position in administration that will provide me with an opportunity to apply my specialized education and training.**

***SKILLS***

|  |  |
| --- | --- |
| * Database management
* Works well under pressure
* Pleasant demeanor
* Filing and data archiving
* Time Management
* Excellent Communication Skills
* 50 WPM typing speed
* Ability to deal with people
* Ability to work and communicate in a positive and cooperative manner
* Willingness to learn.
 | ***Computer Skills:***Competent using software including: Windows, Excel, Word, Power Point, E-mail, Internet, Quick Look Drug Reference, Stedman's Medical Dictionary, Express Scribe, FTP, etc |

*WORK HISTORY*

**DISHARI CONSULTANTS, MT SERVICES UNIT**

*Medical Transcriptionist | Trivandrum, Kerala | July 2012 - April 2013*

* Typing skills of 50 wpm.
* Knowledge of medical terminology and the various medical specialties as required in areas of responsibility.
* Excellent communication skills.
* Ability to work and communicate in a positive and cooperative manner.
* Knowledge of medical transcription guidelines and practices.
* Ability to use designated reference materials.
* Ability to operate designated word processor.
* Strong physical ability and stamina to perform the essential functions of the position.

**PARIYARAM MEDICAL COLLEGE HOSPITAL**

*Microbiologist Trainee | Kannur, Kerala | April 2009 - May 2009*

**IQRAA INTERNATIONAL HOSPITAL AND RESEARCH CENTRE**

*Microbiologist trainee | Calicut, Kerala | May 2008 - June 2008*

**Duties performed during training**

* Assigned at specimen reception area-Labelling, recording, collecting specimen, giving results.
* Collection of blood.
* Performed maintenance of equipment.
* Prepared different types of growth media - nutrient, selective, differential, transport and enriched.
* Use, preparation and quality control of various types of culture media.
* Performed serological tests -ASO, CRP, VDRL, WIDAL, and ELISA for HIV.
* Processed clinical samples- urine, sputum, faeces, pus and throat.
* Antimicrobial susceptibility testing and resistance mechanisms.
* Performed bacterial staining (Gram, Ziehl Neelsen, etc).

*PROFESSIONAL EDUCATION QUALIFICATION:*

**PROFESSIONAL DIPLOMA IN ADVANCED MEDICAL TRANSCRIPTION**

KELTRON- KeLearn

*Trivandrum, Kerala | June 2012*

*EDUCATIONAL QUALIFICATION:*

**MBA**-**Human Resource Management**

Annamalai University

*Chidambaram, Tamil Nadu | Current*

**BACHELOR OF SCIENCE**-Medical Microbiology

Centre for Health Sciences, Calicut University

*Calicut, Kerala | Aug 2010*

**HIGHer secondary – Science**

Rahmania Higher Secondary School

*Calicut, Kerala | March 2006*

**sslc**

Chinmaya Higher Secondary School

*Calicut, Kerala | March 2004*

***VOLUNTEER***

**Social Welfare Officer** - March 2010

Association of Medical Microbiology and Medical Biochemistry Students (AMMBS), Calicut, Kerala conducted free public health check-up camp with a perspective of enhancing public health

**Member** - Help-Age India Club-2004

***LANGUAGES***

·         English (Read, Write, and Speak)

·         Hindi (Read, Write, and Speak)

·         Malayalam (Read, Write, and Speak)

·         Arabic (Both Read and Write)