Ahmed



Results-driven healthcare administrative professional actively looking for a role where my versatile administrative skills can contribute to the successful operations of the organization. My methodical approach to task completion and the ability to meet strict deadlines with strong computer skills ensures the provision of an effective support service in a busy office environment.



[Ahmed.339787@2freemail.com](mailto:Ahmed.339787@2freemail.com)



***Professional Profile***

*Highly skilled Medical Transcriptionist/Entry-level Medical Coder (going to appear for CPC exam) with vast experience in interpreting, transcribing and verifying dictations by physicians and/or other healthcare professionals. I possess the strong ability to apply a broad base of medical language with acute understanding of hospital operations i.e. medical records, data processing, billing/insurance and administrative support duties.*

***PROFESSIONAL EXPERIENCE 12 Years***

*Designation: Medical Transcriptionist*

*Organization: Gulf Diagnostic Center Hospital (A JCIA Accredited Hospital), Abu Dhabi*

*Duration: March 2013 – Present.*

* *Supervising and managing the day-to-day operation of Medical Transcription, transcribing and editing recorded dictation and written material i.e. Radiology reports (Ultrasound, CT, MRI, x-ray) and more, reports from other Medical departments i.e. operative reports, discharge summaries, patient history and examinations, physician letters and notes, and pharmacy, rehabilitation notes etc.*
* *Guides and train new transcriptionist and assists in orientation of other personnel in matters related to transcription.*
* *Tracks verification of reports and turnaround time.*
* *Liaising between departments/Physicians and others within and/or external to the Medical Records department and GDCH.*
* *Provides administrative support, undertaking various tasks such as filing, making phone calls, and handling mails.*

*Designation: Medical Transcriptionist*

*Organization: MED-LINK International*

*Duration: October 2005 – February 2013*

* *Transcribes and edits recorded or written material, including Medicals, operative reports, discharge summaries, patient history and examinations, physician letters and notes, and pharmacy, rehabilitation, autopsy, x-ray reports and Road traffic accident (RTA files).*
* *Verifies accuracy of patient information such as name and identification number; verifies accuracy of transcription for correct punctuation, grammar, and spelling.*
* *Maintains logs of medical procedures, incoming dictation, and transcription records.*
* *Sorts, copies, prepare, assembles, and files records and charts.*
* *Distributes and collects dictation and transcribed reports; follows up on physicians' missing and/or late dictation.*
* *Performs quality assurance documentation.*
* *Troubleshooting equipment and software issues.*

*Designation: Medical Transcriptionist*

*Organization: Spirit Resource (Part-time)*

*Duration: December 2006 – May 2008*

*Designation: Medical Transcriptionist*

*Organization: Sybrid (Pvt.) Ltd (Part-time)*

*Duration: January 2009 – September 2009.*

*Designation: Customer Service Representative*

*Organization: Apex-Chat* (Part-Time)

*Duration:* October 2009 – January 2013.

* Lead generation. Handled real-time online chats of different businesses and assist customers with their queries and delivers information to customers.

**SCHOLASTICS**

Bachelors of Commerce (Cont.)

University of Karachi

Higher Secondary School/Intermediate

Board of Intermediate Education Karachi 2010.

##### **SKILLS**

* Verbal/written communication.
* Capacity to absorb pressure.
* Able to handle situation under pressure.
* Hardworking, enthusiastic & sincere towards responsibilities.

**COMPUTER PROFICIENCY**

MS Office and Operating System.

**LINGUISTIC PROFICIENCY**

English, Urdu/Hindi.