**SHIINU**

**C/o-**Phone number: +971501685421

Email: shinu.340556@2freemail.com

**Professional Summary**

Reliable and adaptable with an agreeable customer service ethic. Strong leadership skill, able to prioritize, and make sound decisions quickly while maintaining a focus on the bottom line. Strong communication skill.

**Core Qualifications**

* High ability to follow written and oral instructions
* Strong basic skills
* Excellent grasp of safety guidelines for a variety of job contexts
* Good oral and written communication abilities
* High typing skill

**Experience**

**Job Title:**

Medical transcriptionist

**Company Name:**

MSquared, Techno Park Campus, Trivandrum, Kerala.

**Duration:**

4 years (2009- 2012)

**EDUCATION:**

High school education with First class.

Bachelor of Arts in Functional Hindi with distinction.

Master of Arts in Hindi language with First class.

**EXTRA ACADEMIC QUALIFICATION:**

**Certificate in Hindi Language Tests**

Doosari, Pravesh, Bhooshan, Sahithya Acharya with first class.

**COMPUTER SKILLS:**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Certificate in Medical Transcription