|  |  |
| --- | --- |
| `` | SAUD  **E-mail**: [saud.368597@2freemail.com](mailto:saud.368597@2freemail.com) |

|  |  |
| --- | --- |
|  | Objectives  Looking for a Challenging long term position in a professional and dynamic organization, which promises independent responsibility and bright future prospects  Education  IGCSE - O/ LEVEL  From UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATION(CIE )  (British Council – U.A.E)  GCE - A/ LEVEL  From UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATION (CIE )  (British Council – Sri Lanka)  Other Qualifications COURSE IN ENGLISH COMMUNICATION (INTERMEDIATE) at CAREER INSTITUTE, U.A.E.COURSE IN ENGLISH LANGUAGE (UPPER INTERMEDIATE) at BRITISH COUNCIL, SRI LANKADIPLOMA IN COMPUTER STUDIES at FLEX INSTITUTEDIPLOMA IN COMPUTERIZED ACCOUNTING at FLEX INSTITUTEDIPLOMA IN COMPUTER HARDWARE ENGINEERING at BRITISH INFORMATICS OF COMPUTER TECHNOLOGY Experience Airport Customer Service Officer, June 2010–September 2010  Dubai International Airport, U.A.EAnswered customer questions and provided assistance based on each customer's needs and requests by brand in a friendly, helpful and prompt mannerProvided all customers assistance with directions, maps, local area information and appropriate service informationAssisted customers within the queue to minimize any wait time and provided the most efficient service possible **MLS/Quality Control/Team Leader/Trainer**, **January 2013**–**December 2016**  **MedSource (PVT) Ltd**, **Colombo 03** Knowledge of medical terminology anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments.Ability to maintain patient confidence and protects operations by keeping information confidential  * Transcribed/Edited dictated recordings made by physicians and other health care professionals into medical reports, correspondence, and other administrative materials in accordance with specific standards for medical records * Used computer and word processor platforms and has understanding of medical terminology to accurately transcribe dictated records into a format that is clear and comprehensible for the reader * Quality Analyzing - Edit and correct reports as necessary for accuracy and clarity. Create accurate documents maintaining the integrity of the dictation and the dictator's style * Supervise daily shift process and conducts training as necessary ensuring all the team members adhere to standard operating procedures and guidelines. * Performs other duties as assigned, requested or deemed necessary by management. * Ensuring outstanding client and customer care at all times.   Skills/Strengths& Achievements Excellent communication skillsProactive, enthusiastic, flexible and capable of working on own initiativeAbility to work within minimum guidelinesAbove-average typing skills, writing skills, grammar skills, memory skillsManaging clerical or other administrative staffHandling external or internal communication or management systemsBasic to above-average knowledge of computersAbility to follow directions and instructions  * Excellent proofreading skills * Organizing, arranging and coordinating meetings * Employee of the year 2014 - MedSource (PVT) Ltd   Personal Information  **Marital Status :**Single  **Gender :**Male    **Religion :**Islam  **Date of Birth :**March 25th ,1992  **Language skills :**Fluent in English, Sinhalese, Tamil and Urdu    I do hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge. In the event of being me selected I assure to carry out my duties entrusted to me to the entire satisfaction of all my superiors.  Thanking You. |