**CURRICULUM VITAE**



Abdul

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**Career Objective:**

Seeking for an opportunity to utilize my knowledge, skills, and abilities in the industry with competitive environment, true professional to put in the acquired knowledge and gain exposure to upcoming technologies while being resourceful, innovative and flexible.

**Professional Experience:**

Worked as a medical transcriptionist (Editor) in MModal Global Services Pvt. Ltd, since June 2014 to June 2017.

* A highly talented Medical Transcriptionist with huge experience in interpreting, transcribing and verifying dictations by physicians and/or other health care professionals regarding patient assessment, work-up, therapeutic procedures, clinical course, diagnosis, prognosis, etc; documenting patient care and facilitating delivery of health care services for inclusion in medical records.
* Transcribed medical reports and discharge summaries dealing with Cardiology, Pulmonology, Gastroenterology, Orthopaedics, Ophthalmology, Neurology, ENT, Paediatrics, Internal Medicine, General Surgery, and Radiology.
* A 3 years of experience as Medical Transcriptionist.
* Strong ability to operate designated word processing (e.g., PC, word processing and other software), dictation, transcription equipment, and other equipment as specified for the department's needs.
* Transcribe and edit recorded or written material, including operative reports, discharge summaries, patient history and examinations, physician letters and notes, and pharmacy, rehabilitation, autopsy, and x-ray reports.
* Verify accuracy of patient information such as name and identification number; verify accuracy of transcription for correct punctuation, grammar, and spelling.
* Respond to inquiries for release of medical information, ensuring that legal requirements are followed and proper consent has been obtained.
* Maintain logs of medical procedures, incoming dictation, and transcription records.
* Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and infection control standards.
* Perform miscellaneous job-related duties as assigned.

**Key Skills:**

* Computer literacy with knowledge of MS office.
* Great typing skills of not less than 40 wpm.
* Deep knowledge of medical terminology, anatomy and physiology, and the various medical specialties as required in areas of responsibility.
* Excellent communication skills (both verbal and written) necessary to perform the essential functions of the position (including but not limited to English usage, grammar, punctuation, and sentence structure).
* Excellent eye, hand, and auditory coordination necessary to perform the essential functions of the position.
* Strong physical ability and stamina (i.e., to sit and transcribe for prolonged periods of time, climb stairs, bend, stoop, etc) to perform the essential functions of the position.
* Ability to work and communicate in a positive and cooperative manner with management and supervisory staff, medical staff, co-workers and other healthcare personnel and patients and their families when providing information and services, seeking assistance and clarification and resolving problems.
* Uncommon ability to understand diverse accents and dialects and varying dictation styles thorough knowledge of medical transcription guidelines and practices and ability to use designated reference materials.

**Academic Qualification**:

* Bachelor of Science (Microbiology, Biotechnology, & Chemistry) OU.

**Certifications:**

* Successful completion of medical transcription training from MModal Global Services Pvt, Ltd.

**Achievements:**

* Achieved first position for giving paper and poster presentation in Inter College Fest.
* Got first prize in Science Quiz Competition.
* Achieved best keeper award in cricket tournaments of college fest.

**PERSONAL DETAILS:**

**Languages Known:**

English, Hindi, and Telugu.

**Visa Status:**

Visit visa.

**Address:**

**BANIYAS SQUARE, DUBAI.**

**Nationality:**

India.