**Gulfjobseeker.com CV No:** **77706**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

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**CAREER OBJECTIVE:**

To work as a medical transcriptionist (**senior level virtual assistant**) in a leading organization that will enable me to utilize my professional experience and skills towards achieving the goals of the organization.

**EDUCATION DETAILS:**

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| --- | --- | --- | --- |
| **Name of the Course** | **Name of the University** | **Year of Passing** | **Percentage** |
| B.COM (Computers) | Sri Venkateswara University | 2013 |  54% |
| Bi.P.C. | Board of Intermediate Education | 2007 |  63% |
| S.S.C. | Board of Secondary Education | 2005 |  72% |

Medical transcription certified in 2008

**STRENGTHS:**

* Dedication towards work,Self Confidence, Punctual, Positive & Creative Thinking
* Task and result oriented approach
* Adaptive & flexible to any kind of work environment
* Fast learner & zeal to learn new technologies

**INTERPERSONAL RELATIONSHIP SKILLS:**

* Ability to put people at ease and to establish immediate rapport.
* Keeping the patient on track.
* Obtaining salient information in a timely manner, all in a congenial and empathetic way.
* Cooperates and works well with co-workers, willingly shares new technical and medical information.
* Professional, dedicated, and committed to the success of the company through collaborative efforts with others.

**Medical Transcription Skills:**

* Typing skills of 70 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.
* Strong physical ability and stamina to perform the essential functions of the position.

**TECHNICAL SKILLS:**

* + Operating System: Windows(2003, XP, Vista, Windows 7)
	+ Electronic medical record EMR systems
	+ Med Quist Document’s Enterprise Platform Misys Healthcare Systems software
	+ Spectra Medic Easy Flow
	+ Dictation machines — Desktop transcribers; Dictaphones; transcribing equipment.

**JOB EXPERIENCE:**

**MTS (Medi soft solutions) Hyderabad – (2008 to 2009)**

**Medical Transcriptionist**

* Transcribe dictation for a variety of medical reports, such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, or discharge summaries.
* Maintaining the standards of department procedures, polices, objectives, quality improvement and safety etc.
* Good knowledge on standard reference books, dictating equipment, computer, and appropriate computer software.
* Ability to manage multiple tasks in a pressured environment.
* Transcribes accurately, utilizing correct punctuation, grammar and spelling, and edits for inconsistencies.
* Working on computerized system of transcribing patient reports.
* Knowledge of medical terminology and the various medical specialties as required in areas of responsibility.
* Excellent auditory and keyboarding skills.

**Cbay Systems Hyderabad – (2009 may to 2011 April)**

**Senior level medical Transcriptionist**

* Transcribe dictation for a variety of medical reports, such as patient histories, physical examinations, emergency room visits, operations, chart reviews, consultation, or discharge summaries.
* Maintaining the standards of department procedures, polices, objectives, quality improvement and safety etc.
* Knowledge on standard reference books, dictating equipment, computer, and appropriate computer software.
* Transcribes accurately, utilizing correct punctuation, grammar and spelling, and edits for inconsistencies.
* Working on computerized system of transcribing patient reports.
* Knowledge of medical terminology and the various medical specialties as required in areas of responsibility.
* Excellent auditory and keyboarding skills.

**ERAD Imaging and Reporting Services (India) Private Limited (Online Live Voice Based Transcription), Hyderabad, Andhra Pradesh, India– (26th April 2011 till now)**

**Senior level virtual assistant**

* Making case sheets for a variety of medical reports from TeleRadiology, such as MRIs and X-rays.
* Strong physical ability and stamina to perform the essential functions of the position.
* Maintaining the standards of department procedures, polices, objectives, quality improvement, safety etc.
* Excellent communication skills.
* Knowledge of use of standard reference applications, equipment, computer, and appropriate computer software.
* Ability to manage multiple tasks in a pressured environment.
* Worked on computerized system of making case sheets
* Knowledge of medical terminology and the various medical specialties as required in areas of responsibility.
* Excellent auditory and keyboarding skills

**ACADEMIC ACHIEVEMENTS:**

* Participated and won prizes on various dance competitions.
* Stood as runners in district football league
* Participated in sports in school level.
* Promoted from medical transcriptionist to Senior level medical Transcriptionistdue to accomplishments achieved through extra effort and motivation.
* Successfully trained fresher’s and increased their efficiency.
* Awarded the “Employee of the period” two times in 2010 at Cbay systems.

**PERSONAL DETAILS:**

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| --- |
| Date Of Birth: 10/12/1989Sex: MaleMarital Status: SingleNationality: IndianLanguage proficiency: English, Hindi, TeluguHobbies: Reading books, Dancing |
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**DECLARATION:**

I hereby declare that all the details furnished are true to best of my knowledge. If I get an opportunity to serve in your concern, I promise that I would work to the best for the betterment for the concern.