**Responsible for Administrative, Secretarial, and Quality related**

**CURRICULAM VITAE**

****

**SIVADAS**

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**VISA STATUS: EMPLOYMENT RESIDENCE VISA**

**CURRENT LOCATION: DUBAI**

**READY FOR IMMEDIATE JOINING**

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**OBJECTIVE:**

**To excel in suitable position by applying my professional experience and strive towards achieving the goals assigned to me within the time frame. I assure to uphold quality standards, policies and protocols of the organization to contribute effectively for the growth of organization.**

**I am ready to work for any department being a dedicated team player for the organization.**

**ACADEMIC QUALIFICATION:**

**Graduate AAPC, Certified Professional Coder Apprentice**

**(CPC-A), December, 2017**

**Bachelor of Computer Application (BCA),Andhra University,**

**1999 – 2002.**

**PUC (12th) Aditya Junior College, 1997-1999.**

**PROFESSIONAL EXPERIENCES:**

**1. Hospital in Dubai**

**Medical Secretary from April 2012 – Present**

**Responsible for documenting patient's reports, which Include multiple work types like X-ray reports, Ultrasound Reports, special procedures, CT, MRI etc.**

**department.**

**Responsible for interpreting different patterns of dictations**

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**PERSONAL DATA**

|  |  |  |
| --- | --- | --- |
| **1.** | **Date of birth** | **: 08th May, 1982** |
| **2.** | **Nationality** |  | **: Indian** |
| **3.** | **Marital Status** | **: Married** |
| **4.** | **Sex** |  | **: Male** |
| **5.** | **Visa Status** |  | **: Residence (Valid till** |
| **Dec2020)** |  |  |
| **6.** | **Passport Expiry: 05/08/2023** |
| **LANGUAGES KNOWN** |
| **Malayalam** | **: Native Language** |
| **English** | **: Read, Write & Speak** |
| **Hindi** | **: Read, Write & Speak** |
| **Telugu** | **: Read, Write & Speak** |

**PERSONAL STRENGTH**

**Confident and Quick Learner**

**Hard working and result oriented.**

**Team player and can work under pressure.**

**Good inter personal skills and a good communication skill.**

**Responsible for delivering accurate reports to the patient.**



**Responsible for preparing doctor schedules on weekly basis.**



**Maintain patient confidence and protect operations by keeping information confidential.**



**Responsible for compiling and maintaining medical records.**



**Maintain quality results by following and enforcing standards.**



**Assist physicians with health records.**



1. **Nuance Transcription Services Pvt Ltd. Quality Analyst from April 2007- April 2012**

**Responsible for editing and transcribing the records, such as summaries of patient's discharge, history of patient, consultation reports, letters and operative notes etc. Checking the quality of the reports Edited /Transcribed Ensure the quality of the report before getting delivered to the client.**



**Achieving regular targets given by the company with maximum line counts & accuracy, delivering the reports within the TAT limit with accuracy.**



**3. Elico Ltd**

**Senior Proofer from Jan 2005- Mar 2007**

**Transcribing online reports with good accuracy.**



**Check the quality of the report before delivering to the client.**



**Delivering the reports within the TAT limit with accuracy.**



**COMPUTER SKILLS:**

**Microsoft Office [ Excel / Word/ Power point ]**



**Microsoft Outlook**



**Email:** **sivadas-398229@gufjobseeker.com**

**I am available for an interview online through this Zoom Link** [**https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09**](https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09)

**DECLARATION**



**I hereby declare that the information furnished above is true to the best of my knowledge.**

**SIVADAS** **DATE: MAY 2020**