**CURRICULUM VITAE**

**Name: Saquib**

**Objective:-** Being a qualified and experienced person, in the field of Medical Transcription/Medical Secretary, looking for a suitable place to grow as an individual, all the while contributing immensely to the growth of the organization I work with.

**Career Summary:** A growth-oriented and highly talented Medical Transcriptionist /Medical Secretary with a strong background in Cardiology, Neurology, Sleep Medicine, Pain Medicine, Oncology, OB/GYN, Internal Medicine, Geriatrics, and Radiology with typing skill of writing medical reports such as progress notes, SOAP format, H&P, chart notes, discharge summaries, and referring letters in timely manner. I have 13 years’ of experience as well as excellent communication and leadership skills.

**Job Skills:**

* Effective listening skill and in-depth knowledge of medical terminology.
* Correlation and logical skills.
* Excellent Personal Communication skills.
* Adaptability and tolerant to stressed situations.
* Multitasking, good learner, and excellent team player skills.

**Other Skills:**

* Decision making skills.
* Creative thinking and organizational skills.
* Determination skills.

**WORK EXPERIENCE**

* Recently resigned from the post of Medical Secretary (Medical Transcriptionist) from Radiology Department in Kuwait, worked from August 2016.
* Worked for different (US Based) Medical Transcription companies, which mentioned below:
* MModal Global Services, Pvt. Ltd. (July 2014 - June 2016) as a Healthcare Documentation Editor.
* Global Transcripts, (September 2005 – November 2013) as a Sr. Medical Transcriptionist.
* CBay System India Pvt. Ltd. (February 2012 - January 2013) as a Quality Analyst.
* Nahar InfoTech. Pvt. Ltd.(June 2002 - December 2002) as a Medical Transcriptionist.

##### CAREER HIGHLIGHTS:

##### Educational

April 2001

Bachelors Degree of Science (B.Sc.) with 73.67%.

Subjects: Chemistry, Botany, Zoology

Dr. Baba SahebAmbedkarMarathwada University, Aurangabad.

April 2013

Bachelors Degree of Education (B.Ed.) with 61.66%.

Subjects: Science and Maths

Dr. Baba SahebAmbedkarMarathwada University, Aurangabad.

March 1997

Higher Secondary Certificate (H.S.C.) with 63.00%.

Subjects: Physics, Chemistry, Biology, Mathematics

Maharashtra State Board of Secondary & Higher Secondary Education. Pune

March 1995

Secondary School Certificate (S.S.C.) with 75.27%.

Subjects: English, Urdu, Science, Mathematics, History, Geography

Maharashtra State Board of Secondary and Higher Secondary Education. Pune.

##### Professional

Oct.2003 (One Year Course)

Diploma in Computer Application and Multilingual DTP (D.C.A.)

NCPUL Ministry of Human Resource Govt. India.

Sept. 2001- June2002

Medical Transcription (MT)

Nahar InfoTech Pvt. Ltd.

Nov. 1999

Typing English 30 w.p.m.

Maharashtra State Bureau of Commercial Examination

June 2013

Maharashtra State Certificate in Information Technology (MS-CIT)

Maharashtra State Board of Technical Education

Computer Skills:

* Typing speed 50WPM, MS Office (Word, Excel, Power Point), Internet.
* Voice recognition software such as Fluency for Transcription, eScription, and Precise.
* Radiology software such as Radiological Information System (RIS) and Picture archiving and Communication System (PACS).

PERSONAL DETAILS:

Name : Saquib

Gender : Male

Nationality : Indian

##### Marital Status : Married

##### Language Known : English, Urdu, Hindi, Marathi(Reading, Writing, Speaking)

Email : [saquib-398251@gulfjobseeker.com](mailto:saquib-398251@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

I certify that mentioned information is correct to the best of my knowledge and nothing has been concealed.

**Date:**