

CURRICULUM VITAE



YASMIN PATEL
Sharjah, UAE

Mobile: +971 566698120
Email: yasminpatel368@gmail.com

OBJECTIVE:

Intend to build a career with a leading Finance Company having committed & dedicated people, which will help me explore myself fully and realize my true potential. Willing to work as a key player in a challenging & creative environment where I can contribute my skills and services for the upliftment of the organization.

Work Experience:

Total working Experience: 15 years

Current Organization: Dovlin Technologies

Location: Pune (Viman Nagar)

Designation: Junior Editor – Medical Transcriptionist

Duration: From July 2017 to March 2022

Responsibilities:

- 1) Editing/ proofreading medical documents transcribed by lower-level MTs.
- 2) Transcribing medical documents and assuring 100% accuracy (98% min).
- 3) Maintaining TAT (schedule time) for medical documents.
- 4) Taking responsibility for the day-to-day workload and getting it done by the prescribed time.

Previous Organization: WNS (India) Ltd

Duration: 22 October - 2012 to Aug 2016

Location: Pune (Magarpatta Tower 1)

Designation: Customer Service Associate

Responsibilities:

- 1) UK-based Transcription Process (Converting voice recordings from Insurance Loss Adjusters to Text).
 - 2) Completing transcription of 40 min recording with 99% DPO & quality checks with 95% DPU.
-

Previous Organization: Dovlin Technologies

Location: Pune (Viman Nagar)

Designation: Junior Editor – Medical Transcriptionist

Duration: From February 2006 till 16 October 2012

Responsibilities:

- 1) Editing/ proofreading medical documents transcribed by lower-level MTs.
- 2) Transcribing medical documents and assuring 100% accuracy (98% min).
- 3) Maintaining TAT (schedule time) for medical documents.
- 4) Taking responsibility for the day-to-day workload and getting it done by the prescribed time.

Previous Organization: GARDA Meditech Pvt. Ltd.

Location: Pune (Viman Nagar)

Designation: Medical Transcriptionist.

Duration: From January 2004 to September 2006

Responsibilities:

- 1) Converting voice recording from Doctors (UK/USA) to Text.
- 2) Medical reports transcription.

ACADEMIC PROFILE:

Course	Institution	University/Board	Year of Passing	Division.
B.Com	Pune University	Pune University	2003	70%
INTERMEDIATE	Delhi Board	CBSE	2000	72%
MATRIC	Delhi Board	CBSE	1997	50%

Skills:

PERSONAL ABILITIES & SKILLS:

- Reliable and responsible.
- Innovative and able to develop new ideas.
- Ready to adopt changes in the working environment.
- Management skills, have worked as a team or group leader.

TECHNICAL SKILLS:

- Transcription Skills with 11 years of experience.
- Typing Speed of 60 WPM.

COMPUTER KNOWLEDGE:

- Basic computer knowledge.
- Tally ERP 9

ACHIEVEMENTS:

- Stood first in 12th.
- Stood first in F.Y. B.Com Accountancy (90%).

PERSONAL PROFILE:

Date of Birth: 13-May-1980

Gender: Female

Religion: Muslim

Nationality: Indian

Marital status: Married

Passport Number: K9925085

Date of Expiry: 31/03/2023

Visa Type: Residence Visa

LINGUISTIC FLUENCY:

- English
- Hindi
- Marathi
-

DECLARATION

I hereby declare that the above-furnished details are fully true to the best of my knowledge and belief.

Place:

Date:

Yours Truly
(Yasmin Patel)