

CURRICULUM VITAE



YASMIN PATEL
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OBJECTIVE:

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

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%

Work Experience:

Total Working Experience: Approx. 17 years

Current Organization: **Thumbay Medical and Dental Speciality**

Location: Muweilah Sharjah.

Designation: Medical Secretary

Duration: 14 November 2022 to 31 January 2023

Responsibilities:

1. I worked as an assistant to Paediatrician Doctor which included keeping records of patient's illnesses, investigations done, medicines prescribed in available software.
 2. I also worked as an assistant to Radiologist during ultrasound which included preparing patients for the exam to be done, taking print outs of the reports, and operating ultrasound machine.
 4. Entering vitals of the patients in the software available.
 5. Taking copies and scanning of the claim's form for the patients.
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Previous 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.
 6. Taking responsibility for the day-to-day workload and getting it done by the prescribed time.
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Previous Organization: **WNS Global Services**

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.
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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.

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 No.: X7673355

Date of Expiry: 26/03/2033

Visa Type: Resident 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 Faithfully,

(Yasmin Patel)