**MOHAMMED JUNAID UR RAHMAN**

Phone: +971-588155415

Email ID: junaidurrahman@gmail.com

**Currently staying at Al Ain, UAE on visit visa.**

**Medical Transcriptionist/Proofer** with a strong track record of extraordinary performance in a fiercely competitive scenario.

**Objective\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Seeking an opening in the field of Medical Transcription/Proofing honed with an aptitude, integrating expertise and leadership skills that drives organizational performance to higher levels.

**Career Synopsis\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Technically sophisticated, highly motivated and result oriented **perfectionist** who can demonstrate efficient and accurate **typing skills** related with eye-foot, eye-hand, and eye-ear co-ordination.
* A diligent individual with a focus on **speech recognition** and editing with accuracy in medical documentation and fluency in medical language.
* Excellent **presentation**, communication and **interpersonal skills** utilized for making patient data easier to understand
* Ability to **multi task** and hit upon critical deadlines
* Proficient at grasping new technical concepts quickly & utilize the same in a productive manner.
* **Hard working** with a zeal to undertake exciting tasks with responsibility.
* Excellent **presentation**, communication and **interpersonal skills**.
* Thorough subject knowledge, strong **critical,** **analytical** and **troubleshooting skills** with an ability to perform in a challenging environment.

**Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**M-Modal Global Services Pvt Ltd, Mysuru (10 June 2011- 12 November 2017)**

Senior Quality Analyst/ Proofer

**Responsibility:** To Transcribe and interpret the dictation into diagnostic test results, operative reports, referral letters, and other documents and to review and edit drafts prepared by speech recognition software, making sure that the transcription is correct, complete, and has a consistent style.

**Role:** Identify inconsistencies, errors, and missing information within a report that could compromise patient care by following patient confidentiality guidelines and legal documentation requirements.

**Unity Infosys, Mysuru (11 May 2009 – 04 June 2011)**

Independent Medical Transcriptionist

**Responsibility:** To Transcribe dictated reports and translate abbreviations into fully understandable form.  Edit as necessary and return reports in either printed or electronic form for review and signature, or correction.

**Role:** Identify inconsistencies, errors, and missing information within a report that could compromise patient care by following patient confidentiality guidelines and legal documentation requirements.

**Ambara Software Pvt Ltd, Mysuru (02 May 2008- 07 May 2009)**

Medical Transcriptionist

**Responsibility:** To Transcribe dictated reports and translate abbreviations into fully understandable form.  Edit as necessary and return reports in either printed or electronic form for review and signature, or correction.

**Role:** Identify inconsistencies, errors, and missing information within a report that could compromise patient care by following patient confidentiality guidelines and legal documentation requirements.

Academic Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2003 Secondary Studies (10th) St. Matthias High School 77.00%

2005 Higher Studies (12th) St. Philomena’s College 45.00%

2012 Professional (B.B.M Finance) Vidya Vikas FGC College 61.00%

Personal Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: 20 January 1988

Linguistic abilities: English, Hindi, Kannada, Urdu

**Currently staying at Al Ain, UAE, and willing to relocate to any city after completion of joining formalities.**