

RISHANA SHERIN

Medical Transcriptionist transcribed medical dictation, reports, letters and other documents accurately and in a timely manner. Researched medical terminology and terms to ensure accuracy. Ensured all documents were in compliance with the company's standards. Maintained records and files related to transcription.



DUTIES AND RESPONSIBILITIES

- ❖ Listening to the recorded dictation of physicians and other healthcare professionals.
- ❖ Using specialized transcription equipment such as headsets and foot pedals.
- ❖ Editing and correcting medical dictation performed by speech recognition software.
- ❖ Organizing and sending all documentation to physician for review.

EDUCATION

- ❖ **Bachelor of Arts in English**
University of Calicut In Kerala, India
- ❖ **Live Stock Management in Kerala**
G.V.H.S School, Kerala, India

COURSE

- ❖ **MEDICAL SCRIBING**
Leo School of Medical Scribing and Medical Coding, Kerala

HOBBIES

- ❖ Craft Making
- ❖ Listening Music
- ❖ Travelling

DECLARATION

I do hereby declare that the above information is true to the best of my Knowledge.

RISHANA SHERIN

MEDICAL SCRIBE / TRANSCRIPTIONIST

-  +971529661433
-  rishanafaiz@gmail.com
-  Sharjah, UAE

SKILLS

- ❖ Typing 50 WPM
- ❖ Medical Terminology Knowledge
- ❖ Medical Coding
- ❖ Time management
- ❖ Punctuality
- ❖ Patient Note Summarizing
- ❖ Computer Literacy

PERSONAL DETAILS

- ❖ Nationality: Indian
- ❖ Date of Birth: 26-11-2001
- ❖ Marital Status: Married
- ❖ Visa Status: Husband Visa

LANGUAGE

- ❖ English
- ❖ Malayalam
- ❖ Tamil