**RESUME**



**BETREENA BABY**

Betreena Baby

F1/2 Shipyard Quarters

Panampallinagar

Ernakulam 682036

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E-mail - betreena@gmail.com

I am a 35 year old graduate **(B.Sc Zoology)**. I followed the State syllabus for my primary education and have graduated from **Alphonsa College Pala under Mahathma Gandhi University**, Kerala. At present I’m working as an **Ultrasound In-charge** + **Senior Medical Transcriptionist at Vivid Diagnostic Center, Chalikkavattom, Vytilla**, Kerala.

I would like to deliver my skills and passion for the mutual benefit and the continuous association with the organization in its growth.

**TRANSCRIPTION SPECIALTIES**:
Transcribing capability of over 550 lines per shift with accuracy of +99%.
Over 12+ years of experience in transcription. Experienced in all specialities.
Fair auditory and keyboarding skills.
Typing speed of 50-60 wpm.

**SKILLS & STRENGTHS:**
Over 12+ years of in-depth experience in Medical transcription. Worked on computerized system of transcribing patient reports. Working as a patient coordinator.

Dedication and drive as a hard-working individual.
Ability to manage multiple tasks in a pressured environment.

**PROFESSIONAL EXPERIENCE:**

1. Vivid Diagnostic Center June 2017---Present

Senior Medical Transcriptionist +Ultrasound In charge

 2. Systems & Software Solutions, Ernakulam (HT)

Senior Medical Transcriptionist 2006 -- 2017
3. M-Squared Software Developments and Exports Pvt Ltd

Medical Transcriptionist June 2004 – July 2006

**EDUCATIONAL QUALIFICATIONS:**
Medical Transcription Course – (6 months) M-Squared Software Developments and Exports Pvt Ltd (2004)

B.Sc. in Zoology, 2000-2003 From Alphonsa College (Mahathma Gandhi University) 75%.

Pree Degree Science 1999-2000 From St. Xaviers College Aluva (Mahathma Gandhi University)

SSLC 1998 From SNVHS N R city (State) 80%.

**PERSONAL DETAILS:**
Father’s Name: O. K. Baby
Date of Birth: June 29, 1983

Marital Status: Married
Nationality: Indian
Interests: Music, Gardening, cooking.
Languages Known: English, Hindi, Malayalam

**DECLARATION:**

I hereby declare that the information mentioned above is correct to the best of my knowledge. I look forward to hearing from your esteemed organization at the earliest.

**Place :** Ernakulam

**Date : 26/09/2018**

**BETREENA BABY**