**CURRICULUM VITAE**

Dr. JOYCE JACOB

PARUVAKKATTIL HOUSE

EDAYARANMULA P.O

PATHANAMTHITTA-689532

KERALA

PH: 9567676297

EMAIL ID: joyce.jacob94@gmail.com

**Objectives:**

Seeking for an opportunity to work in a reputed hospital and utilise my Professional Skills to improve client satisfaction and for the benefit of the organisation.

**Work Experiences:**

6 months of working experience as a Junior Dental Surgeon (Observer) at Pushpagiri Dental College, Thiruvalla - December 2011 to May 2012.

1 Year of working experience as a Lecturer at Indira Gandhi Institute of Dental Sciences, Kothamangalam - June 2012 to June 2013.

1 year with Dishari Consultants Pvt. Ltd. as home-based medical transcriptionist - February 2015 to February 2016.

1 Year of working experience as a Junior Dental Surgeon at Sarah’s Dental Care Clinic, Kottarakara - June 2016 to June 2017.

**Specialized Skills :**

* Diagnostic Skills using clinical knowledge and X-Rays.
* Knowledge of medical terminology and the various medical specialties as required in areas of responsibility.
* Excellent communication skills.
* Ability to work and communicate in a positive and cooperative manner.
* Knowledge of medical transcription guidelines and practices.
* Ability to use designated reference materials.
* Strong physical ability and stamina to perform the essential functions of the position.
* Extensive knowledge of grammar, style, punctuation and usage of English
* Possess excellent oral and written communication skills
* Ability to work under pressure and with limited time constraints
* Excellent customer service and time management skills Good knowledge of clinical practices and protocols.
* Ability to handle different types of patients.
* Patient documentation & counselling.
* Multiple work field exposure and experience.

**Academic Qualification :**

B D S : Bachelor of Dental surgery, 2005-2011

Rajiv Gandhi University of

Karnataka.

Medical Transcription : Certified Medical Transcriptionist, KeLearn

Keltron - Year 2014

School Qualification (Grade 1-12). : St. Thomas Central School, Trivandrum

1994 -2005

**Technical Skills:**

Efficient in operating Medical Softwares like Stedmans medical dictionary,

Quicklook drug reference.

Proper Knowledge of use of Express Scribe to transcribe audio files.

Proficient in basic operating system and word processing softwares.

Efficiency in using internet browsers for better output of the work assigned.

Operating Systems – Windows & Linux.

Proficient in MS Office.

**Languages Known :**

To speak Read & write – English,Malayalam & Hindi.

**Personal Information:**

D.O.B : 29-06-1987.

Gender : Female.

Marital Status : Married.

Nationality : Indian.

**References:**

Dr. Sonia Sara Jacob, Pushpagiri College of Dental science

Sarah’s Dental Care, Kottarakara. Ph: 04692645210

Ph: 8594064488.

Indira Gandhi Institute of Dental Sciences. Harish V. U

Ph: 9605400034 Dishari Consultants Pvt Ltd.

Ph: 9895313175.

**Declaration**

I hereby declare that the above mentioned information is true and correct to the best of my knowledge.

Date : 18-02-2019

Place : Pathanamthitta Dr. Joyce Jacob.