



Bency Jacob
Panangad, Kochi, Kerala
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bencyriju@gmail.com

OBJECTIVE

Medical transcriptionist with 10+ years of experience seeking full-time Medical Transcriptionist position in a growth-oriented clinical setting that expand my knowledge and provide me the opportunity to utilize my skills & abilities to its fullest potential. Possess excellent references from employers and colleagues.

SUMMARY OF QUALIFICATIONS

- More than 10+ years experience as Medical Transcriptionist.
- Great typing skills of not less than 65 wpm.
- Strong leadership and teamwork attributes.
- Deep knowledge of medical terminology, anatomy and physiology, and the various medical specialties as required in areas of responsibility.
- Excellent time management and communication skills (both verbal and written) necessary to perform the essential functions of the position (including but not limited to English usage, grammar, punctuation, and sentence structure).
- Proficient in computer skills.
- Strong ability to operate designated word processing (e.g., PC, word processing and other software), dictation, transcription equipment, and other equipment as specified for the department's needs.
- Excellent eye, hand, and auditory coordination necessary to perform the essential functions of the position.
- Specializing in transcription of Urology, Cardiology, GI & GU, Oncology, Nephrology, Orthopedics, Dermatology, Ophthalmology, Psychiatry, OB/GYN, Radiology etc.
- Good knowledge of MS office.



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RELEVANT EXPERIENCE

- Quality Analyst/Sr. Medical Transcriptionist at CBay Systems Pvt Ltd (presently known as Mmodal).
Old Airport Road, Bangalore, Karnataka, India
December 2007 – June 2012
- Currently working as Medical Transcriptionist at Medcare Hospital LLC.
Dubai, UAE.
November 2012 till date.

EDUCATION

- Bachelor of Arts in English Literature, Vinayaka Missions University, India – June 2010
- Medical Transcription course in CBay Systems Pvt. Ltd. (presently known as Aquity Solutions India Pvt. Ltd.) – July 2012

Languages Known: English, Malayalam, Hindi, Tamil and Kannada.

PASSPORT DETAILS

- Passport Number: K3800999
- Date of Issue: 24/07/2012
- Date of Expiry: 23/07/2022

REFERENCE:

- Will be provided on request.

DECLARATION

I, Bency Jacob, certify that to the best of knowledge and belief that this resume correctly describes my qualification and myself.

Date: 18/06/2019
Place: Kochi