**CURRICULUM VITAE**

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| **PHOTTTTTTO (1).jpg**  **FEBIN T BABY**  **PERSONAL PROFILE**  **Email:** [febinb80@gmail.com](mailto:febinb80@gmail.com)  **Contact Number:**  Mobile: 9895340722  **Communication Address:**  Thekkumkattil House  Moolankave Post  Sulthan Bathery  Wayanad  Kerala  **Marital Status:**  Single.  **Date of Birth:**  18/06/1992  **Languages:**  English, Malayalam, Tamil, Kannada.  **Hobbies:**  Travelling. Photography, Gaming, Badminton.  **Nationality:**  Indian. | **OBJECTIVE** Experienced transcriptionist with the sound of physiology, medical terminology and exceptionally good knowledge of medical transcription. Excellent communication skills both verbally and written with the very good knowledge in medical terminology. Strong PC skills like MS Work, MS excel etc.. and great typing speed. Great ability to transcribe, interpreting, making discharge summary by reading patient files. |
| **EMPLOYMENT HISTORY** |
| **Medical Transcriptionist.** **St. Thomas Hospital, Chethipuzha**, Changanacherry, 28/11/2018- Still working.   * Responsibilities for the transcribe the records, written materials such as summaries of the patients discharge, history of patient, patient reports letters and notes etc. * Verifies the data of the patient and the transcription.   **DM Wayanad Institute of Medical Science**, Meppadi, 09/11/2015 – 12/02/2018.   * Responsibilities for the transcribe the records, written materials such as summaries of the patients discharge, history of patient, patient reports letters and notes etc. * Training of new transcriptionist and also guide them for related work. * Verifies the data of the patient and the transcription. |
| **Healthcare Documentation Associate.** **MMODAL GLOBAL SERVICES PVT LTD**, Mysore, Karnataka. 22/01/15- 30/8/2015   * Transcribing of audio files to text files and delivering to the clients at the earliest. * Creation of medical records with 100% accuracy. * Maintained the records of the patient by verifying their name, address, identity, etc. |
| **Collection Agent** 09/06/13 – 01/07/14, The Wayanad Dist Co-operative Bank, Sulthan Bathery   * To collect daily rent and keeping accounts. |
| **EDUCATION** |
| Medical Transcription, MMODAL Global Services Pvt. Ltd, Mysore, Karnataka.  * Bachelor of Computer Application, Bangalore University, Karnataka (Discontinued). * PUC, Govt. of Kerala, Don Bosco College, Sulthan Bathery, Wayanad * S.S.L.C, Govt. of Kerala, G.H.S.S. Moolankave, Sulthan Bathery, Wayanad. |
| **REFERENCE:** |
| Dr. Sajan M G, Ms, Mch, Mob.: 9496362796Dr. Ansar P, MS, Consultant General and Laparoscopic surgeon, Mob. 9562642600.Sr. Shiny Mavelil, HOD, Phone No.: 8606998391. |
| **DECLARATION** |
| I hereby declare that the details given are true to the best of my knowledge and belief. |
| Place: Sulthan Bathery |

Date: 01/06/2018 Febin T Baby