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| img377 | Saji Vihar,  Golf Links Road,  Kowdiar P.O,  Trivandrum, Kerala  India  Mob: 00974-66305896  0091-9496668376 (India)  sajijok@yahoo.co.in |

# **Saji Indira Selvan**

## **Working Experience**

### ***Medical Transcriptionist***

#### Aster Hospital, Qatar (From 20-01-2019 to till date)

### **Main Responsibilities:** Preparing Discharge Summaries, Medical Certificates, Reference letters, Pathology reports and other Medical related reports.

Doing Medical Transcription for various departments.

### ***Patient Coordinator***

#### Pioneer Metro Scans, Trivandrum, Kerala, India (A unit of Travancore Healthcare Private Ltd) [From 14-08-2017 to 15/01/2019]

### **Main Responsibilities:** Coordinating with the patient coming for various scans (MRI, CT, USG, DEXA etc) and guiding them. Ensuring that the scans are done on appointment basis and the reports are getting dispatched on a timely basis.

### ***Medical Transcriptionist***

#### Al Noor Hospital, Abu Dhabi, UAE (From 19-11-2007 to 29-03-2017)

### **Main Responsibilities:** Preparing Discharge Summaries, Medical Certificates, Reference letters, Pathology reports and other Medical related reports.

Doing Medical Transcription for various departments.

Making front sheets for the patient diagnosis using ICD9 3M software.

### ***Medical Secretary cum Medical Transcriptionist***

#### Kerala Institute of Medical Sciences (KIMS), Trivandum [A 450 bedded Multi Super Speciality Hospital] (From 06-02-2006 to 10-08-2007))

**Main Responsibilities**: Preparing Discharge Summaries, Medical Certificates, Referrence letters, Pathology reports and other Medical related reports.

Doing Medical Transcription for various departments.

##### ***Ward Secretary cum Medical Transcriptionist***

Al-Shifa Hospital, Pvt, Ltd; Perinthalmanna. [A 450 bedded Hi-Tech Multi Super Speciality Referral Hospital] (From 11-10-2004 to 03-02-2006)

**Main Responsibilities**: Typing Discharge Summaries, Medical Certificates, Reference letters, Pathology reports and other Medical related reports.

Preparing Abstracts & thesis for consultants,

Doing Medical Transcription for various departments.

###### ***Medical Secretary***

Sree ChitraThirunal Institute for Medical Sciences and Technology; Trivandrum [An institute of national importance established by an Act of Indian Parliament]

(From 11-11-2003 to 26-06-2004)

***Medical Social Worker cum Secretary***

Sree ChitraThirunal Institute for Medical Sciences and Technology; Trivandrum [An institute of national importance established by an Act of Indian Parliament]

(From 11-07-2003 to 10-11-2003) for a period of 4 months.

***Medical Social Worker Trainee***

SreeChitraThirunal Institute for Medical Sciences and Technology; Trivandrum [An institute of national importance established by an Act of Indian Parliament]

(From 10-07-2002 to 09-07-2003) It was a one year Trainee programme

***Skills & Strengths***

* Excellent command over English with good comprehension skills.
* Typing skills of 60 - 65 wpm.
* Knowledge of medical terminology and the various medical specialties as required in areas of responsibility.
* Ability to work and communicate in a positive and cooperative manner.
* Ability to understand diverse accents.
* Ability to use designated reference materials.
* Good eye, hand, and auditory coordination.
* Strong physical ability and stamina to perform the essential functions of the position.

**Other Achievements**

* Awarded ***“Certificate of Appreciation”*** from Al Noor hospital management for the contributions given for JCIA survey in 2016.
* Worked as ***Secretary***& done all computer and paper works for the CME in ENT ‘Lasercon 2005’, [Kerala’s 1st laser workshop in Otorhinolaryngology], under the guidance of Dr. Sharafudheen.P.K (Consultant ENT Surgeon, Al-Shifa Hospital, Perinthalmanna& Organizing Secretary, Lasercon 2005) conducted at Al-Shifa Hospital on February 20th 2005.

 Worked as ***Secretary***& done all computer works for Professional Equipments Protection Scheme (PEPS) of Indian Medical Association (IMA), Kerala State Branch under the guidance of Dr. M. Santhosh Kumar (Consultant Radiologist, Al-Shifa Hospital, Perinthalmanna& Hon. Secretary of PEPS) during the academic year 2005.

**Qualification**

1. Bachelor of Arts Degree in Sociology from Kerala University, during the period of 1998 – 2001.

2. Pre-Degree with Arts group in the academic year 1996 –1998 from Kerala University.

3. SSLC in the academic year 1995-1996 from St.Joesph’s Higher Secondary School, Thiruvananthapuram

**Computer Awareness**

Passed DTP, Knowledge MS word, Excel etc

**Other Qualification**

Passed Type Writing Lower (English)

**Hobbies**

Hearing Music, Internet Browsing, Playing Guitar

**Personal Profile**

Nationality : Indian

Age & Date of Birth : 38 Years; 10-03-1981

Sex : Male

Marital Status : Married

Language Proficiency : Malayalam, English, Hindi

Passport No : N7032179 (Valid till 13-07- 2026)

**References**

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| **Dr. C.G. Venkitachalam,**  Senior Consultant Cardiologist,  Burjeel Hospital,  Abu Dhabi, UAE  Mob: 00971-506628010 | **Dr. Mohamed Saeed,**  Senior Consultant Cardiologist,  Al Noor Hospital,  Abu Dhabi, UAE  Mob: 00971-506221475 |
| **Dr. C. Kesavadas**, Professor & Head,  Sree Chitra Thirunal Institute for  Medical Sciences and Technology,  Medical College (P.O) ,  Thiruvananthapuram, India,  Ph: 0091-0471-2524114, 117  Mob: 0091-9447047002 | **Dr. Sharafudheen.P.K**,  Consultant ENT Surgeon,  Al-Shifa Hospital Pvt Ltd,  Perinthalmanna, Kerala, India,  Mob: 0091-9847244483 |
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Declaration: The information furnished above is true to the best of my knowledge and belief

Trivandrum **Saji.I.S**