

# **VidhyaDileep**

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## **OBJECTIVE**

Seeking a Medical Transcription Position where I can employ my knowledge of Medical Terminology in order to transcribe accurate accounts

## **KEY SKILLS**

- Three years of dedicated experience working as a Medical Transcriptionist
- In depth knowledge of medical terminology and its present usage
- Hands on experience of using digital transcription equipment
- Highly skilled in writing correct information and catching transcription errors

## **ACHIEVEMENTS**

- Achieved success in transcribing hundred pages in three days by employing dedication
- Implemented an error-check system that skims through transcribed data and points out errors that transcriptionists may over look

## **PROFESSIONAL EXPERIENCE.**

### **M-Squared Software and Services, Cochin**

Medical Transcriptionist | Oct 2010 – June 2013

- Transcribe clinical dictations
- Decide inclusion and exclusion of information
- Manage distinguishing between homonyms
- Recognize inconsistencies and manage transcription accordingly
- Identify mistakes and obtain correct information
- Perform data entry services and data retrieval when required

## EDUCATION & CERTIFICATION

- Higher secondary(**Plus 2**)from Govt. G.H.S.S, Mulanthuruthy, Kerala 2007
- B.com** from Universal Arts College, Mulanthuruthy (M. G University Kerala)2007 to 2010
- Certified Medical Transcriptionist**from M-Squared Software and Services, Cochin,-2010.

## TECHNICAL EXPERTISE

- MS Office
- PowerPoint
- Quantitative Analysis

## ADDITIONAL SKILLS

- Typing speed: 80 WPM
- Medical Terminology
- Communication

## PERSONAL DETAILS

Date of Birth : 21.07.1990

Gender : Female

Nationality : Indian

Languages Known : English and Malayalam

Marital Status : Married

Passport No : L 5425673

Passport Expiry Date :03-10-2023

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Muriyamangala -Mamala (PO)  
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