



Saji Vihar,  
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## **Saji Indira Selvan**

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### **Working Experience**

#### **Medical Transcriptionist (Team Leader)**

KIMS Health, Trivandrum [From 22/02/2021 to 31/10/2021]

**Main Responsibilities:** Data collection of passengers arriving in Trivandrum International Airport from risky countries for RTPCR test.

Making SRF number for the passengers who had undergone test and daily wise preparation of data to be handed over to DMO office.

#### ***Medical Transcriptionist***

Aster Hospital, Qatar [From 20/01/2019 to 17/08/2020]

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

Doing Medical Transcription for various departments.

Department coordination.

#### ***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***

Mediclinic Middle East, 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.

Was also working as Acting MRO (November 2015 to March 2017)

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

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

**Main Responsibilities:** Preparing Discharge Summaries, Medical Certificates, Reference 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 1<sup>st</sup> 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 20<sup>th</sup> 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 : 41 Years; 10-03-1981  
Sex : Male  
Marital Status : Married  
Language Proficiency : Malayalam, English, Hindi  
Passport No : N7032179 (Valid till 13-07- 2026)

## **References**

**Dr. Girish Kumar Bharathan,**  
Internist,  
Aster Hospital,  
Doha, Qatar  
Mob: 00974-66945086

**Dr. Jobin Rajan Benjamin,**  
Internist,  
Aster Hospital,  
Doha, Qatar  
Mob: 00974-30596768

**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

Declaration: The information furnished above is true to the best of my knowledge and belief

Trivandrum

**Saji.I.S**