Sir,

I am attaching my resume herewith. Presently I am working with Rajagiri Hospital , Aluva as Medical Transcriptionist in Healthcheck Department for the last 6 years

**Resume for Medical Transcriptionist**

**SUBASH.S (subbu69123@gmail.com)**

**Ph: 9539943096**

**CURRICULUM VITAE**

**CAREER OBJECTIVE**

Hard working, efficient, responsible, open minded, looking for challenges, practical, loyal, possessing strong communication, self motivated, and dedicated.

**EDUCATIONAL QUALIFICATION**

(1). Passed S.S.L.C exam from Kerala board in 1984

(2). Passed pre-degree from M.G.University, Kerala, India.

(3). Passed degree in sociology in 1991(M.G.University)

(4). Completed computer programming (system management) from NIIT, Kochi center.

(5). Completed medical transcription training and worked in M2 Software Developments and Exports Pvt. Ltd. (CEPZ, IT Park, Kochi, India)

(6). Training in personality development program conducted by Kutukkaran Institute of Human Resource Development at Kochi, Kerala.

**WORK EXPERIENCE**

(1). Worked as **medical transcriptionist** at M2 Software Developments and Exports Ltd, Kochi, India transcribing voice files coming from American hospital groups located in Las Vegas and Nevada. We will download files in our Kochi center and after transcribing, we will send back to USA the same day as documents. We especially transcribed history and physical examination, SOAP notes, sleep studies, cardiac reports, operative reports etc. I worked here from 2000 of May to August of 2002.

(2). Worked **as medical transcriptionist** at Meditrans India, Kochi, India from September of 2002 to November of 2006 transcribing various files from clients.

(3). Worked at Alfara Group, UAE as HR Assistant from December 2006 to September 2013

(4). Worked at Ansell **Medical Transcription Company**, Kochi as **HBT**.

(5). At present working at **Rajagiri Hospital, Aluva as Medical Transcriptionist** in ` Healthcheck Department

**PERSONAL INFORMATION**

Name : Subash. S

Nationality : Indian

Religion : Hindu

Address : Harinandanam, Kuzhur P.O., Mala, Trichur, Kerala, India

Date of Birth : 23rd April, 1969

Marital Status : Married

Languages Known : English, Hindi, Arabic (only few), Malayalam, and Tamil.

**Passport : Valid Passport**

Subash.S