

MEDICAL TRANSCRIPTIONIST

CHITHU SAJEESH

chithusajeeshns@gmail.com

Nellipilly house

Ph no: 8111803504

Mambra p.o

Thrissur: 680308

Kerala, India

PERSONAL DETAILS

Father's name : Pushpan P.D
Date of birth : 19-05-1990
Gender : Female
Marital status : Married
Nationality : Indian
Religion & Cast : Hindu, Viswakarma
Blood group : B+ve
Languages known : English, Malayalam

OBJECTIVES

Seeking medical transcription jobs in reputed organizations. Brining exceptional skill in medical data transcription and case history compilation. Accurate and detail oriented Medical transcriptionist in transcribing physician's notes, dictations, and verbatim, using audiotape recordings to deliver error-free medical content.

EDUCATIONAL QUALIFICATION

- Professional Diploma in Advanced Medical transcription from KELTRON.
- BA Bachelor Degree in English From IGNOU.

TECHNICAL SKILLS

Effective skills in verifying medical reports and procedure descriptions against pre-recorded verbatim from doctors' notes.

Full command of medical report writing and case filling expert in all aspects of grammar, punctuation, proofreading, and homonym distinction. Good command in medical terminology.

ADDITIONAL SKILL

- Typing speed : 50 WPM.
- Word.
- Power point.