



FATHIMA SHAIKA T A

SUMMARY

Currently seeking a job that is rewarding and which will ensure further progression and development of my skills in the field of Medical Transcriptionist. Also completed Diploma programme in Medical Coding as well.

I am very much looking forward to start my career as a Medical Transcriptionist.

ACADEMIC PROFILE

- 2022** ● **MEDICAL TRANSCRIPTION**
Transorze Solutions
Kochi
- 2021** ● **MEDICAL CODING**
Avodha
Kochi
- 2019** ● **GRADE 12**
Bio-Science (HSE)
ICA EHSS Vadakkekad
- 2017** ● **GRADE 10**
SSLC
ICA EHSS Vadakkekad

WORK EXPERIENCE

- 2022** ● **Telecaller Executive**
Jio Telecom
Kochi
- 2021** ● **Telecaller Executive**
Avodha
Kochi

DECLARATION

I consider myself familiar with management aspects and confident in my abilities to work in a team. I hereby declare that all details given above are true to the best of my knowledge and belief.

- Fathima Shaika

PROFESSIONAL SKILLS

- Typing proficiency which is about 50WPM
- Attention to detail by distinguishing relevant and irrelevant information while transcribing
- Familiar with Healthcare terminology, can minimise errors and highlighting different important medical terms
- Self-sufficient and multitasking by easily switching between different records
- Excellent in word processors, like MS Word

OTHER SKILLS

- Knowledge of CPT, ICD-10 guidelines and use of HCPCS
- Knowledge of Medical terminology and anatomy
- Knowledge of HCPCS modifiers
- E&M guidelines's and medical billing

PERSONAL DETAILS

- **Date Of Birth** : 10-03-2001
- **Nationality** : Indian

LANGUAGES

- English
- Malayalam