



## CURRICULUM VITAE

Rasvi P. R.

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rasvipr@gmail.com, razviraz@rediffmail.com

### Job Objective

To become part of a well-established and progressive organization that can recognize my potential and talent, and offer me immense growth opportunities and career satisfaction.

To participate actively so as to reach responsible position, thereby contributing to the organization's growth and success.

### Personal Strengths

- Good typing speed of 65 words per minute with ability to transcribe dictations very fast.
- Smart and sincere personality with good interpersonal skills.
- Ability to work under pressure to meet business deadlines.
- Proven skills in managerial duties entrusted to me.
- Highly motivated and enthusiastic individual with a flexible outlook and adaptability to change.

### Work Experience

Worked as '**Medical Transcriptionist**' for **Dr. Moopen's Aster Hospital, Doha, Qatar**, from July 2019 till January 2023.

Worked as '**Medical Transcriptionist**' for **E.M.S. Memorial Co-operative Hospital & Research Center, Malappuram, Kerala, India**, from April 2016 till July 2019.

Worked as '**Senior Medical Transcriptionist**' for **Keystrox Transcription, Mysore, India**, from March 2013 till November 2016.

Worked as '**Medical Transcriptionist/Quality Analyst**' for **MModal Global Services Pvt. Ltd., Coimbatore, India**, from August 2011 till October 2012.

Worked as '**Medical Transcriptionist**' for **Ahalia Hospital, Abu Dhabi, UAE**, from December 2009 till June 2011.

Worked as '**Medical Transcriptionist/Medical Language Specialist**' for **Spheris India Pvt. Ltd., Coimbatore, India**, from September 2007 till October 2009.

Worked as '**Medical Transcriptionist/Proofreader**' for **V-Solutions, Coimbatore, India**, from July 2000 till September 2007.



## Job Profile

Responsible for interpreting, transcribing and delivering complex medical reports for doctors in the respective format and within the prescribed Turn-Around-Time (TAT). Editing and proofreading of medical reports at the final level. Maintaining an accuracy level of 100 percent. To edit and proofread medical transcription involving reading and listening to the corresponding medical dictation with various dictation styles, accents, and dialects.

Recognize, interpret, and evaluate inconsistencies, discrepancies and inaccuracies in medical dictation; appropriately edit, revise and clarify them without altering the meaning of the dictation or changing the dictator's style.

Organize and prioritize assigned work and schedule time to accommodate work demands, turnaround time requirements and commitments. Demonstrate an understanding of policies, procedures, and priorities, seeking clarification as needed.

## Educational Qualifications

Professional : **Master of Business Administration (MBA)**  
**Specialization: Human Resource Management**  
**Optional: Hospital Management**  
Year: 2003.

Institution: Annamalai University, Chidambaram, Tamil Nadu, India

Academic : **Bachelor of Business Management (BBM)**  
Duration: 1996-1999.

Institution: C.M.S. College of Science and Commerce, Coimbatore, Tamil Nadu. (Affiliated to Bharathiar University, Coimbatore)

: **Pre-Degree - Commerce Group**  
Duration: 1994-1996.

Institution: Christ College, Irinjalakuda, Kerala.  
(Affiliated to University of Calicut, Kerala)

## Professional Skills

Underwent Medical Transcription training from Indian Institute of Medical Transcription (member of American Association of Medical Transcription – AAMT), Coimbatore, Tamil Nadu in 2000.



**Personal Profile**

Name : Rasvi P. R.  
Date of Birth : 31<sup>st</sup> May 1979  
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Permanent Address : Palayamkott House,  
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Thrissur-680125  
Kerala, India.  
Gender : Male  
Marital Status : Married  
Nationality : Indian  
Religion : Muslim  
Passport Details : T4867082 (Expires: April 2029)

**Languages Known**

English	Read/Write/Speak
Hindi	Read/Write/Speak
Tamil	Read/Write/Speak
Malayalam	Read/Write/Speak
Arabic	Read/Write

**References**

Dr. Lakshminarayana G. R.  
HOD (Nephrology)  
EMS Memorial Co-operative Hospital and Research Centre  
PB No. 25, Perinthalmanna, Malappuram - 679322, Kerala  
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Dr. Gireesh Kumar Bharathan  
Senior Internal Medicine Consultant  
Dr. Moopen's Aster Hospital  
Doha, Qatar  
Mobile: +974-66945086

I am confident of carrying out the duties entrusted to me with dedication and sincerity to the entire satisfaction of my superiors, and the above is true to the best of my knowledge.

**RASVI P.R.**