

GOPIKA GOKULAN

9847690096 (9895534130)

CAREER OBJECTIVE

Seeking a position in the capacity of a Medical Transcriptionist in a reputed Health Care Organization where there is a conducive environment for the service of the people.

EDUCATIONAL DETAILS

- Bsc Botany (St Peters college, Kolenchery, 2008)
- Higher secondary education (Fathima Matha English Medium Higher Secondary School, Piravom)
- SSLC (Fathima Matha English Medium Higher Secondary School, Piravom)
- Medical Transcription (e-DSS Solutions, Kadavanthara)

TECHNICAL QUALIFICATION

- Basic computer skills
- Typing speed (English)

SKILLS:

- Extensive knowledge about various medical terminologies.
- Ability to perform both clerical and administrative support tasks.
- Excellent communication and interpersonal skills.
- Ability to work in various medical specialities.

WORK EXPERIENCE

- Presently working as a medical transcriptionist in Department of Radiology at VPS Lakeshore Hospital, Kochi .
- Worked as Editor in Nuance transcription Services Pvt Ltd, Chennai (2014 to 2017).
- Worked as Medical Transcriptionist/Editor in Precision Solutions (2010 – 2014).
- Worked as Medical transcriptionist in e-Dss Solutions (2008 to 2010)

RESPONSIBILITIES HANDLED

- Handled different types of reports including operative reports, History and physical, discharge summaries, x-ray reports, ultrasound, CT reports, MRI reports.
- Answered phones in a professional and helpful manner.

PERSONAL DETAILS:

GOPIKA GOKULAN

9847690096 (9895534130)

Name: GOPIKA GOKULAN
Date of birth: 19/01/1986
Sex: Female.
Present Address: Sapthagiri House, Thachapillil
Near Ettanil temple
Puthiyakavu, Tripunithura
682301
Ernakulam
Contact number: 9847690096 (9895534130)
email ID: gopikagokulan@gmail.com
Marital Status: Married.
Religion: Hindu.
Nationality: Indian.
Languages Known: Hindi, English, Malayalam.

DECLARATION:

I hereby declare that all the above furnished informations are true to the best of my knowledge.

Date: 05/04/2022

Place: Tripunithura

Gopika Gokulan