

RAHANA ANAZ

MEDICAL TRANSCRIPTIONIST

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📍 Dubai, UAE
Ph. 0554774594

ABOUT ME

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Medical Transcriptionist position. Ready to help the team achieve company goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

EDUCATION

High school diploma

Vallikeezhu GHSS, Kerala,
India
2008-2010

Medical Transcription

DNA Academy, Kerala,
India.
Oct 2022-Apr 2023

EXPERIENCE

Transcriptionist

Jan 2021-Dec 2022

Freelancer

- Executed multiple transcription activities, ensuring that the company's high standards were always fully met.
- Maintained large databases, trained and supervised new personnel, and communicated with clients.
- Demonstrated strong attention to detail and accuracy while executing multiple key clerical tasks.

Data Entry Operator

Jan 2021-Dec 2022

Freelancer

- Maintained records of forms entered and checked for quota tracking purposes.
- Performed modifications, edits, and deletions to the database based on authorized and approved documents.
- Interpreted paperwork received and made sound judgments.

SKILLS

- Strong attention to detail
- Basic knowledge of medical terminology
- Possess a strong work ethic and a high level of professionalism
- Good communication skills
- Proficiency in typing and in the use of personal computers, data terminals and/or dictation devices/systems, and standard applications software.
- Knowledge of business office procedures, equipment, and medical terminology
- Ability to operate office equipment such as computer terminal and printer, dictating equipment, telephone, copier, and fax machine

TRAINING CERTIFICATION

Certificate- Medical Transcription

Computer proficiency

Window
Internet Applications
MS Office- Word, Excel and
PowerPoint