



ALENOVA SAJI

EDUCATION

Tranzorze Solutions, Kollam
Diploma in Medical Transcription
March 2023.
Mount Carmel Convent School
Plus two, April 2021.

CONTACT ME

 +91 7510613584

 alenovadany1910@gmail.com

 Valavilthoppe,
Maruthadi, Kollam.

PROFESSIONAL SUMMARY

To work in an environment which encourages me to succeed and grow professionally where i can utilise my skills and knowledge appropriately. Energetic transcriptionist offering wealth of experience in editing and transcribing physician reports. Consistently accurate at 60-80 words per minute. Expert working in EMR and MS office.

SKILLS

- Medical Terminology
- Clinical Applications
- Medical Records Management
- EMR Systems
- Patient

WORK HISTORY

TRAVANCORE MEDICAL COLLEGE
HOSPITAL-MEDICAL TRANSCRIPTIONIST,
KOLLAM, INDIA

- Assisted in maintenance of medical charts and/or electronic medical record filing, OP reports and test results.
- Attended training associated with role to improve skills and boost speed.
- Recorded information using word processing, dictation and transcription software and equipment.
- Followed all HIPAA rules and regulations regarding patient confidentiality.
- Transcribed and edited physician reports from dictation using EMR.