Maya K. Manilal

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**Objective:**

To work in a growth-oriented, technology-based clinical-setting demanding strong organizational and interpersonal skills, as a medical transcriptionist that expands my knowledge and provides me the opportunity to utilize my skills & abilities to its fullest potential.

**Profile Highlights:**

**Transcription Specialties:**

* Transcribing capability of over 400 lines per shift with accuracy of 98.5%.
* Over 20 years of experience in transcription in all fields of Medicine especially cardiology, gastroenterology, urology, geriatrics, electrophysiology, oncology, orthopedics, gynecology, and pediatrics.
* Excellent auditory and keyboarding skills.
* Typing speed of 60 wpm.

**Skills & Strengths:**

* Over 20 years of in-depth experience in Ms Office and other MT related softwares.
* Worked on computerized system of transcribing patient reports.
* Dedication and drive as a hard-working individual.
* Ability to manage multiple tasks in a pressured environment.

**Professional Experience:**

* Worked for M/s Spectrum for about 10 years with Smartech IT team
* Worked for M/s Msquare and Skynet for about 2 years with Smartech IT team.
* Worked with M/s Accentia technologies Panampilly nagar.
* Worked with M/s Wave Online Vytila as editor.
* Worked with rheumatology group of Sudheendra Medical Mission Hospital for about 5-1/2 years as work from home transcriptionist.

**Educational Qualifications:**

* Post graduate in commerce.
* Post graduate diploma in Computer Applications
* Underwent medical transcription training conducted by Spectrum.

Languages Known: English, Malayalam, and Hindi.

Personal information:

Age and Date of Birth: 49 years, 5-11-1974

Marital status: Married, have two kids.