

# Amina R S

Medical Scribe

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## Summary

Highly motivated and organized individual with experience providing administrative assistance to physicians and healthcare professionals. Proficient in recording clinical information, compiling medical reports and histories, and providing patient care. Exceptional interpersonal skills and attention to detail, enabling clear communication with medical staff, physicians, and patients. Strong understanding of medical terminology and HIPAA compliance regulations.

## Skill Highlights

- Adaptability in Fast-Paced Environments
- Problem Solving
- Competence Strong
- Communication Skills
- Workflow Improvements
- Active listening
- Fast Typing
- Paperwork Processing
- Clinical Support
- Data Entry Efficiency
- Microsoft word
- Microsoft Excel
- Microsoft PowerPoint

## Education

B Com with computer applications  
MGM College, Trivandrum

Medical Scribing  
Tranzores Solutions, Trivandrum

12th Grade  
Muslim Girls higher secondary school, kaniyapuram

SSLC  
AJ Central School, kazhakuttom, Trivandrum

## Personal Details

Date of Birth : 02/01/2002  
Nationality : Indian  
Sex : Female  
Marital Status : Single  
Language : English, Malayalam

## Hobbies & Interests

- Listening Music
- Reading
- Travelling

## Declaration

I hereby declare that the information stated above is true to the best of my knowledge.  
Place : kaniyapuram Signature

Amina R S