



Pradeep T K

Thekkekara house

Medical Transcriptionist/Data entry operator

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Meticulous patient focused Medicaltranscriptionist/Data entry operator with 3+ years experience in providing variety of healthcare services and administrative assistant to support organizational objectives . Exceptionally organized and focused adept and managing multiple responsibilities in a fast placed and high stressing environment

WORK EXPERIENCE

Medical transcriptionist/Data entry operator

E M S Co-operative hospital perinthalmanna

04/2022 - Present

Achievements/Tasks

- *Transcribed medical dictation from physicians, including patient histories, physical examinations and discharge summaries.
- *Utilized multiple computer applications to complete work assignments accurately and efficiently

Data entry operator

DPMSU(Covid control room)

01/2022 - 03/2022

Achievements/Tasks

- *Managed workflow processes related to document management tasks efficiently.
- *Inputted customer data into computer database accurately and quickly.

Data entry operator

Thaluk hospital mannarkkad

06/2020 - 10/2021

Achievements/Tasks

- *Analyzed large amounts of information quickly and accurately under pressure.
- *Identified errors in source materials before they were entered into the system.

SKILLS

*Records Management. *Strong planning skills. *Medical Terminology *Electronic Medical Record (EMR) software Maintains strict confidentiality *Team player with positive attitude Adept multi-tasker *Medical Transcription *Office Support Editing Quality Assurance Controls. *Electronic Medical Records *Medical Records Management Document quality *Strong Work Ethic Stress management techniques

PERSONAL PROJECTS

Project Name

LANGUAGES

English
Professional Working Proficiency

Hindi
Professional Working Proficiency

Malayalam
Professional Working Proficiency

INTERESTS

Mindfulness

Gardening

Reading

EDUCATION

BSC Chemistry

Government Victoria college palakkad

06/2009 - 06/2012

Typewriting English and word processing

Board of public examination

01/2015

Typewriting Malayalam and word processing

Board of public examination

02/2017