

BIO-DATA



NAME : Vinitha.E.V
Father's Name : E.S.Vijayan
Husband's Name : Subeesh Mandampully Pavithran
Address : Room#705,
Lulu Tower
Al Nadha
Sharjah

Contact No : +971564757232
Email : vinithasubeesh9@gmail.com and s.vinivl@yahoo.in
Date of birth : 18.10.1981
Sex : Female
Marital Status : Married
Religion : Hindu, Ezhava
Language Known : English, Hindi & Malayalam
Nationality : Indian
Visa Status : Husband's Visa

QUALIFICATION

- ✓ S.S.L.C (Second Class,1997-1998)
- ✓ Plus Two (First Class, 1998-2000)
- ✓ Bachelor Degree in Commerce(Second Class,2000-2003)
- ✓ Diploma In Medical Transcription
- ✓ Post Graduation Diploma in Computer Application(PGDCA) (First Class, 2002-2003)
- ✓ Advanced Diploma in Manual & Computer Accounting(Tally-ADMCA,NCVT)

WORK EXPERIENCE:

Work Experience as a Medical Transcriptionist:

- Responsible for maintaining knowledge of new procedures, medications, etc. in order to perform at the high level.

- Transcribes dictated reports accurately within established standards.
- Performs all clerical duties related to medical transcription.
- Maintain ongoing personal education to ensure continuous quality improvement.
- Transcribes and/or edits dictated correspondence and reports. May create, maintain, and retrieve patient medical records.
- Keeps apprised of any changes in Account Specifics for accounts worked.
- Achieve and maintain a 98.5% QA Score.
- Consults reference books and material including Internet to verify information before report is sent with a blank.
- Investigates inconsistencies in medical reports.
- Production of 260 lines per hour (within 90 days of start date)
- Corrects omissions or inconsistencies found.
- Strong background in Medical terminology.
- Responsible for covering shift to which they have been assigned.
- 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 type 60+ words per minute.
- Worked as a Medical transcriptionist in **E-dss Solutions Private Limited** at Ernakulam above 5 year.

Work Experience as An Accountant:

- Proficient in all major accounting software platforms such as Tally.
- Exemplary communication skills in written and spoken form.
- Superior ability to handle multiple accounting tasks.
- Attention to detail throughout every aspect of work.
- Commitment to maintenance of accounting principles.
- Worked as an Accountant in **Advert Advertising Private Limited** Thrissur above 4year.

DECLARATION

I here declare that the information is correct and true to the best of my knowledge and belief.

Place :Sharjah

Date :

VINITHA.E.V.