



# CURRICULUM VITAE

## GLADIS MARY PHILIP

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### CAREER OBJECTIVE

Dedicated and detail-oriented healthcare professional seeking a challenging position where I can utilize my clinical and transcription skills to contribute effectively to organizational success while achieving continuous professional growth. Highly motivated, adaptable, and committed to excellence in a dynamic healthcare environment.

### CORE SKILLS

- ◆ Flexible and quick to adapt to new environments and workloads
- ◆ Strong analytical ability with a focus on process improvement
- ◆ Professional and approachable telephone etiquette
- ◆ Excellent documentation and report-format creation skills
- ◆ Strong IT proficiency (MS Word, Excel, Outlook)
- ◆ Effective problem-solving and decision-making abilities
- ◆ Excellent organizational and time-management skills
- ◆ Positive team player with strong interpersonal skills
- ◆ Clear communication and presentation abilities
- ◆ Highly dedicated, focused, and hardworking

### COMPUTER SKILLS

- ◆ HinaView ◆ ImageNet ◆ Moksha PACS ◆ MDVision
- ◆ Microsoft Word, Excel, PowerPoint ◆ Express Scribe

### PROFESSIONAL EXPERIENCE

**Aster DM Healthcare – Dubai**

**Medical Transcriptionist (Radiology) –**

**07/02/2024 – Present & 01/10/2019 – 30/05/2020**

- ◆ Transcribing radiology reports with high accuracy and confidentiality
- ◆ Ensuring timely delivery and adherence to medical documentation standards

**GEMS Our Own English High School – Al Warqa, Dubai**

**School Nurse (First Aid Clinic) - 29/05/2013 – 08/04/2014**

- ◆ Provided first aid and emergency care to students and staff
- ◆ Maintained medical records and coordinated with parents and staff

**Manipal Hospital – Bangalore**

**Staff Nurse – Pediatric Emergency - 26/10/2011 – 21/06/2012**

- ◆ Delivered emergency pediatric nursing care
- ◆ Assisted doctors in emergency procedures and patient monitoring

**Bangalore Institute of Oncology (HCG) – Bangalore**

**Staff Nurse – Medical & Surgical Ward - 15/03/2010 – 18/04/2011**

- ◆ Provided comprehensive nursing care to oncology patients
- ◆ Assisted in surgical procedures and post-operative care

**PROFESSIONAL QUALIFICATIONS**

<b>Course / Certification</b>	<b>Period</b>
<b>Bachelor of Science in Nursing (B.Sc.)</b>	2005 – 2009
<b>Medical Transcription Course</b>	2015

**PERSONAL DETAILS**

◆ **Date of Birth:** 28 January 1988 ◆ **Gender:** Female ◆ **Nationality:** Indian

◆ **Visa Status:** Husband Visa ◆ **UAE Driving License:** Yes

**Languages Known:** English, Malayalam, Kannada, Hindi

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**DECLARATION**

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

**Signature:**

**(Gladis Mary Philip)**