

CURRICULUMVITAE

Gourav Malhotra

Residence:- Abu Dhabi, UAE

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Career Objective

- ✓ A highly motivated and 14+ years experienced Medical Transcriptionist with a proven track record of accuracy and efficiency. Committed to providing accurate and timely medical transcription services to ensure patient care and satisfaction.

Academic Qualification

- 12th from N.I.O.S. (Delhi).
- 10th from H.B.S.E (Haryana).

Technical Proficiency

- ✓ One Year Diploma in smart Computer Professional Course from Swastik Institute of Information & Technology, Rohtak.

Work Experience

- In **LLH Hospital, Musaffah (Burjeel Holdings)**, 01st June 2023 to Till Date as a Medical Transcriptionist.
- In **Shri Balaji Aarogyam Hospital, Kurukshetra**, 17th February 2021 to 7th April 2022 as a Sr. Medical Transcriptionist.
- In **Adaff Media, New Delhi**, 01st January 2020 to May 2023 as a SEO Specialist in Affiliate Marketing & Search Engine Optimization.
- In **Sarvottam MRI & CT Scan Centre, Kurukshetra** 26th April 2019 to 20th September, 2019 as a Sr. Medical Transcriptionist (Part Time).
- In **Cygnus Super Speciality Hospital, Kurukshetra** 26th April 2019 to 20th September, 2019 as a Sr. Medical Transcriptionist.
- In **Healthmap Diagnostics Pvt. Ltd. (LNJP Govt. Hospital), Kurukshetra** 01st June 2017 to 25th April 2019 as a Sr. Medical Transcriptionist.
- In **Aggarwal Diagnostic Centre, Rohtak** from 2nd May 2016 to 25th May 2017 as a Sr. Medical Transcriptionist.
- In **Narula Diagnostics Centre, Rohtak** from 13th April 2009 to 1st May 2016 as a Medical Transcriptionist.

Special Skills

- ✓ Proven ability to type 50-60 WPM.
- ✓ Experience with power scribe (or other voice recognition systems), EPIC and MS word.
- ✓ Speech recognition technology, Medical terminology expert, EMR/ EHR.
- ✓ Verbal and written communication skills, Teamwork.

Software Knowledge: Powerscribe 360, Philips Vuepacs, SAP, ITdose (LIS and RIS), Medsynaptic, Labmate, Teleradiology, Carestream.

Job Profile

- ✓ Skillfully transcribed manually, written, Live and recorded dictated reports such as radiology reports (like MRI, CT Scan, Ultrasound, X-rays, Procedures, etc), Pathology reports (Histopathology and Cytology) and Lab reports.
- ✓ Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
- ✓ Translate medical jargon and abbreviations into their expanded forms to ensure the accuracy of patient and health care facility records.
- ✓ Handled patient accounts and matched them with corresponding transcribed reports.
- ✓ Complying with specific standards that apply to the style of medical records and to the legal and ethical requirements for keeping patient information confidential.

Language & Fluency

- ✓ English, Hindi & Punjabi.

Hobbies

- ✓ Learning New Skills.

Personal Profile

Name	:	Gourav Malhotra
Father's Name	:	Sh. Rakesh Malhotra
Date of Birth	:	28 th September 1991
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian

(Gourav Malhotra)