



**DEVIKA PUTHUPARAMBIL JAYACHANDRAN**

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Contact Number: +971501805229  
Dubai, UAE

**PERSONAL DETAILS**

Nationality : INDIAN  
DOB : 27/09/1998  
Marital status : Married  
VISA : Husband Visa

**SKILLS**

- Excellent Communication Skills
- Active Listening
- Typing Skills
- Organization Skills
- Medical terminology - Expert
- Quick Learner
- Problem-solving.

**OBJECTIVE**

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

**EXPERIENCE**

**Medical Transcriptionist** at Believers Church Medical college  
Thiruvalla, Kerala (Jan-2023 To March 2025)

- Transcribe Dictated Medical Reports, Such as Patient Histories, Physical Examinations, Operations, Consultation and Discharge Summaries.

**Customer Service and Marketing Executive** at Malayala Manorama, Kerala (April-2021 To July-2022)

- Assisting Customers with their inquiries.
- Delivering information about a company's offerings
- Handling Customer Complaints
- Collecting and analyzing customer feedback.

**EDUCATION**

- B Sc Zoology (MG university-2020)
- Medical Transcription from Kelton Kaduthuruthy, Kerala
- Plus two (Board of Higher Secondary Examinations-2016)
- SSLC (Board of Examination Kerala -2014)

**LANGUAGES KNOWN**

- English - Fluent
- Hindi - Fluent

**Declaration**

I solemnly declare that the information in this resume is true to the best of my knowledge and belief. All information in this resume is right and truthful.

