

RANJANA BHAGAT

Designation: Medical Transcriptionist / Receptionist / Computer Operator.
Visa Status: Employment Visa.
Visa Expiry Date: 03-06-2026.
Nationality : Indian.

Mobile No: +971544956513**Email: ranjana28081986@gmail.com****VISA & PASSPORT DETAILS**

Visa Status : Work Visa
Visa Expiry : 03-06-2026
Passport No : V2009890
Date of passport issue :
 18/10/2023.
Date of passport expiry :
 17/10/2033.

HOBBIES

- ❖ Listening Music
- ❖ Cooking
- ❖ Reading Books.

LANGUAGE KNOWN

- ❖ English
- ❖ Hindi
- ❖ Punjabi

PERSONAL DETAILS

DOB : 28.8.1986
Marital Status : Married
Nationality : Indian

SOFT SKILLS

- ❖ Self-Motivated.
- ❖ Planning and Coordination
- ❖ Decision-Making.
- ❖ Responsible.
- ❖ Organization and Time Management.

CAREER OBJECTIVE

A challenging and rewarding position in a growth oriented organization where my skills and expert can be utilized towards achieving the organization's goal & to give my best to the world and get be from the world.

PROFILE

- ❖ Creative & Enthusiastic person with effective communication skills and high confidence.
- ❖ Innovative, Commit, Target oriented and a Quick learner.
- ❖ Have good typing speed with 60-65wpm.

ACADEMIC AND PROFESSIONAL QUALIFICATION

Examination	Board/University	%Age	Year of Passing
Graduation	G.N.D.U.	52%	2007
10+2	P.S.E.B.	58%	2004
10th	P.S.E.B.	60%	2002

- Basic computer knowledge (DOS, Paint, Window-98/XP, Microsoft Word, Microsoft Power point, Advance Microsoft excel).
- DTP, Page Maker, Coral Draw & Web Designing.
- English-Punjabi-Hindi STENOGRAPHY.
- Accountant certificate from "Best Commercial College (Regd.) & Computer Centre".
- Medical transcription (MT) certificate from "Transorze Solution".
- IELTS from IDP with 5.5 bands.

PROFESSIONAL EXPERIENCE

- Aster Hospital Mankhool (Dubai).** (May 2022 to Continue)
 ❖ Working as Medical Transcriptionist.
- International Modern Hospital (Dubai).** (Sept.2020 to Feb.2022)
 ❖ Working as Medical Transcriptionist.
- Emirates Flight Catering (Dubai).** (July 2018 to July 2020)
 ❖ 2 years experience at "Emirates Flight Catering" as a Team Member.
- Shri Nath Kidney Centre (India).** (May 2017 to June 2018)
 ❖ 1 Year experience as assistant account as part time (Tally software) with expertization in bookkeeping, patty cash, advanced excel knowledge and basic assistant accountant task.
- Super Scanning & Diagnostic (P) Ltd (India).** (Aug. 2010 to Feb. 2018)
 ❖ 8 years experience at "Super Scanning & Diagnostic (P) Ltd" as a Medical Transcriptionist.
- Sacred Heart Hospital (India).** (Aug. 2008 to July 2010)
 ❖ 2 years experience at "Sacred Heart Hospital" as a Scanning Assitant/Computer Operator.

Declaration: I do hereby declare that the above mentioned details are true and correct to the best of my knowledge information and belief.

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