



**Faseela Karyadathu**  
Medical Transcriptionist

+971553985815

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Sharjah

### Skill Highlights:

- MS office with good typing speed
- Efficient communicator.
- Medical Coding and insurance benefits
- English Usage, grammar and editing
- Quick learner, team player and observant

### Education:

- Certified Professional Coder (Under AAPC, Dubai)
- Bachelor of Science  
Bangalore University, India
- Medical transcription Course  
Bangalore, India

### Languages Known:

- English
- Malayalam
- Hindi
- Tamil
- Kannada

### Achievements:

- Icon of the year- 2014  
kamb&m School of Life International.

### Personal details:

- DOB: 30th Nov, 1988
- Married

### Professional Profile

Currently holds the responsibility of **Medical Transcriptionist** in 'Burjeel Hospital For Advanced Surgery' that includes documentation of medical and operative reports, and executing operational activities by closely working with other health care professionals with fast and accurate typing abilities and up to date knowledge of medical terminologies. Holds previous experience of more than 5 years as a senior and core medical transcriptionist with **Certified Professional Coder certificate** and bachelor's degree in science and 2 years as Admin staff & PRO.

### Exposure and specialty:

#### MEDICAL TRANSCRIPTIONIST

##### MEDICAL TRANSCRIPTIONIST

**BURJEEL HOSPITAL FOR ADVANCED SURGERY, Dubai: June 2022 - Till date**

- Create, Maintain and retrieve patient medical records.
- Transcribe dictated reports accurately within established standards.
- Create template and enter data into electronic medical record system (EMR).
- Perform clerical duties related to medical transcription and investigate inconsistencies in medical reports.
- Keep up to date knowledge of new procedures, medications and other developments in the health care world.

##### SENIOR MEDICAL TRANSCRIPTIONIST

**Ajax dotcom Pvt. Limited: - February 2008 - May 2012(India)**

##### CORE MEDICAL TRANSCRIPTIONIST

**Imedx Pvt. Limited: - June 2012 - February 2013(India)**

##### HOME MEDICAL TRANSCRIPTIONIST

**Imedx Pvt. Limited: - March 2013 to January 2014(India)**

- Specialized in transcribing dictation by physicians and other healthcare providers to document patient care.
- Basic knowledge of medical terminology, anatomy and physiology, disease processes, signs and symptoms, medications, and laboratory values.

#### ADMIN COORDINATOR

**Infomate Smart Solutions LLC (UAE): September 2018 - May 2022**

- Coordinating operational activities to ensure efficiency and compliance.
- Supervising administrative staff and dividing responsibilities.
- Track the stock of office supplies and place orders when necessary.
- Manage phone calls, e-mails, letters and packages.
- Create and update records and databases with personnel, financial and other data.

#### PUBLIC RELATIONS OFFICER:

**Kamb&m SCHOOL OF LIFE INTERNATIONAL: March 2014 - October 2015(India)**

- Provide administrative support for the department such as answering phone calls, assisting visitors, resolving, referring to, a range of administrative problems and inquiries.
- Establish, maintain and update documents of school's official, curricular and co-curricular records.