



Merlyn Jacky Dias

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Personal information

- Nationality: Indian
- Gender: Female
- Date of birth: 03/08/1999
- Marital status: Unmarried

Experience

Magnum Diagnostics

Medical transcriptionist Feb 2023 - April 2025

- Assists walk-in clients, schedules client appointments, answers phone lines, and helps clients with questions and issues.
- Creating Medical reports for patients with all key data and in the most appropriate formats.
- Maintained strict compliance with PNDT (Pre-Conception and Pre-Natal Diagnostic Techniques) Act by ensuring all documentation and forms were accurately completed and submitted.
- Ensured PNDT registers and audit trails were regularly updated and available for inspections

Certification

Computer certificate course

- Coral draw
- Page maker
- Photoshop

Visa status

Visit visa

Objective

To work in a dynamic and challenging environment where I can utilize my skills and knowledge to achieve my full potential, while contributing positively to both my personal growth and the growth of the organization.

Education

Government college of Arts, Science and Commerce, Quepem Goa 2020

Bachelors in Chemistry
72.92%

Higher secondary school certificate 2017
Science
62%

Secondary school certificate 2015
SSC
80.66%

Skills

Administrative Support

Customer Service

Fast Typing

Medical Office Software / MS Office (including Word, Excel)

Data Entry

Appointment Scheduling

Possesses time management skill, Hard-working, flexible and open to new challenges.

Language

- English
- Hindi
- Konkani