



Zeeshan Javaid

Transcriptionist

To work in the best possible interest of the enterprise in an environment where my abilities could be utilized and nurtured as well.

Education

Bachelor of Arts / The Punjab University Lahore

From February 2003 to February 2005

Political Science, Journalism.

Intermediate in Computer Science (I.C.S) / The City College Lahore

From September 1999 to May 2001

Computer Science, Physics, Mathematics.

Work experience

Team Lead/Editor / Abacus Tech Transcription Lahore, Pakistan

From May 2005 to July 2009

Worked as a Team Lead/Editor for Abacus Tech Transcription, Lahore, Pakistan.

Transcriptionist/Editor / A+ Network Transcription Services North Carolina, United States.

From January 2016 to September 2018

Typing + proofreading medical records including History & Physical, Consultation Notes, Referral Letters, Operative Notes.

Transcriptionist/Editor / Touch Scribe Karachi, Pakistan

From August 2011 to February 2015

Working as a Transcriptionist/Editor in Touch Scribe working for The George Washington Medical Faculty Associates and Maryland Brain and Spine Center, using DocQscribe software.

Skills

Transcription, Typing, Proofreading

Experienced Healthcare Language Documentation Specialist/Medical Transcriptionist Level II/Master Medical Editor/Quality Assurance (QA) Specialist/trainer, former CMT.

- Excellent leadership and teamwork skills
- Experienced in EMR/Epic/Cerner/MModal/DocQscribe/EMDAT (Inscribe)/TA+.
- Excellent base knowledge of all work types and specialties with 99% proven accuracy.
- Proficient in both speech recognition editing and text transcription all acute care specialties and clinic services (including radiology and Oncology).
- In depth knowledge of medical terminology, anatomy, physiology, disease processes, signs and symptoms, medications, and laboratory values.
- In-depth knowledge of medical transcription guidelines - AHDI Book of Style for medical transcription and practices.
- Excellent written and oral communication skills, including grammar, punctuation, and style.
- Proficient in referencing and researching with extensive personal medical library.
- Highly experienced Medical Language Specialist/Quality Assurance Specialist/Trainer.
- Strong mentoring, teaching and communication skills.

Computer skills

Database Administration

Oracle 8i DBA-Track

Computer Programming

C++

✉ zeeist009@gmail.com

📍 313 R Block, Model Town, Lahore, Pakistan

📅 34 years old

🌐 <https://www.linkedin.com/in/zeeshan-javid-cmt-chds-b4166626/>

🇵🇰 Pakistani

🚗 Personal vehicle

📞 03496181038

Languages

English

2002: TOEFL (Test of English as a Foreign Language)

1999: English Spoken Language Course from British Council.

2003: English Spoken Language Course from Kipling.

Urdu

Native Language

Assets

Quick Learner

Dedicated to Task

Travel

United Kingdom Lived in United Kingdom from 2015 to 2018

Interests

Sports, Music, Travel Passionate for Sports, Music and Travel.

in @Zeeshan Javaid