**PREETI KAUSHIK**

**L-47 Shastri Nagar Delhi 110052**

**09873408186(M)**

**Email: prtkaushik319@gmail.com**

**Career Objective:**  To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.  
  
**Skill Sets:**

* Problem solving ability
* Good communication skills
* Excellent know how on Economic theories and accounting
* Ability to deal with people diplomatically
* Eager to learn new technologies and methodologies.
* Ability to work as individual as well as in group
* Typing Speed: 48 words per minute.
* Knowledge of medical terminology with various medical specialties.
* Knowledge of medical transcription guidelines and practices.
* Transcribes accurately, utilizing correct punctuation, grammar and spelling, and edits for inconsistencies.
* Ability to work and communicate in a positive and cooperative manner.
* Quick learner

**Education Qualification:**

* Pursuing MBA in Healthcare from SMU (distane)
* Graduate [B.Com(P)] from Delhi University, NCWEB, 2014 ( 58%).
* Medical Transcription from Delhi University, August 2011- February 2012
* H.S.C from C.B.S.E in April 2010 - March 2011 (68%)
* Secondary Education, C.B.S.E. April 2008- March 2009 (70 %)

**Extra Curricular Activities:**

* Was elected as a head girl of the school
* First prize ( gold medal ) in science Olympiad at school level in class 10th
* Participated in fresher’s contest in college

**WORK HISTORY:**

Total Experience : 3.9 Years

Total Experience of transcription: 2 Years

US Transcription: 10 Months (Vodox Global Services(O.J.T), Tantra Solution)

UK Transcription: 08 Months (OKS Group Pvt. Ltd)

Indian Transcription: 5 Months ( Indraprastha Apollo Hospital)

ICICI Lombard GIC as a telesales auditor & trainer (5months)

Currently working as a operations Executive in RGCI&RC (16 months)

**PERSONAL DETAILS:**

Name : Preeti Kaushik

Date of birth : 11 July 1993

Languages : English, Hindi

Hobbies : Singing, Net surfing