

UMREZ PASHA A.
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Hosur Main Road
Bangalore: 560068
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Objective:

To become a thorough professional with an excellent capacity to discharge assignments in a responsible manner in my sole objective.

Professional Experience:

- ❖ Christech Private limited worked as Medical Transcriptionist/Proofer for 2 years.
- ❖ CBay Systems worked as SMLA's (Senior Medical Transcriptionist)/Pr for 2 years.
- ❖ Healthsoft Private Limited worked as Senior Medical Transcriptionist for 2 years.
- ❖ Medwrite India Software Solutions Private Limited worked as a Proofer and Senior Medical Transcriptionist for 2 years.
- ❖ Home Transcriptionist for Acculyne Services (Vendorship).
- ❖ Currently working in Shri Misri Solutions as Medical Summary Associate (Medical Summarization).

Manager Experience:

Worked as an Indian Operations Manager for a London-Based Company named Infoteam Electronic Services India Pvt. Ltd, Jigani Industrial Area, Bangalore.

Team Management, Production, Salaries, Goods Import/Export through Indian Air Cargo, Sea Cargo Customs, etc.

Notice Period:

Can join immediately.

Education:

- ❖ SSLC: Al-Ameen College.
- ❖ Pre University: Al-Ameen College.
- ❖ ITI (Electronics): Ghousia Polytechnic.

Strengths:

- ❖ Dynamic, self-motivated, team player, quick grasping, and result oriented.
- ❖ Excellent technical, man management, and communication skills.
- ❖ Very good command over written and spoken English.
- ❖ Dedication towards work, job, and responsibility.
- ❖ Adapting to any circumstances and ability to get the work done.

Computer Skills:

- ❖ Microsoft Word, Excel, Power Point, etc.
- ❖ Google Web Search, Installation of software (Operating Systems).
- ❖ Hardware skills mainly into assembly.
- ❖ Computer Typing Skills 80 wpm.

Personal Details:

Father's Name : Abdul Aleem.
Date of Birth : 26/12/1981.
Sex : Male.
Marital status : Married.
Languages Known : English, Hindi, Kannada, and Urdu.

Extra Curricular Activities:

Looking for a challenging position where proven ability and experience will be appreciated and recognized.

I hereby declare that the above information is true to the best of my knowledge.

Thanking You,

Umrez Pasha A.
Yours faithfully,

Date:

Place: Bangalore