



Name: Ashish Kumar Bhattacharya

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Neurology - 5 Years

Gastroenterology - 4 Years

OB/GYN - 4 Years

Cardiovascular - 18 Years

Pulmonary - 20 Years

Endocrine - 3 Years

Vascular Surgery - 3 Years

Orthopaedics - 21 Years

Oncology/Haematology - 12 Years

Sleep Disorders - 22 Years

Pain Medicine - 22 Years

Physical Therapy - 20 Years

Urology - 12 Years

Rheumatology - 15 Years

Paediatrics - 22 Years

INTRODUCTION:

- Twenty-two years of experience as a medical transcriptionist. Specialties include Neurology, Gastroenterology, OB/GYN, Cardiovascular, Pulmonary, Endocrine, Vascular Surgery, Orthopaedics, Oncology/Haematology, Sleep Disorders, Pain Medicine, Physical Therapy, Urology, Rheumatology, and Paediatrics.
- Managed teams of transcriptionists and editors and imparted client-specific training.
- HIPAA knowledge.
- Excellent proofreading, researching, and communication skills.
- Outstanding auditory and keyboarding ability - typing at 100 words per minute with 100% accuracy.
- Ability to deal with constraints embedded in transcription software.
- Knowledge of MS Office suite, ExText via Dictaphone, FTP, Escription, and Inscribe.

- Experience in B2B domain, vis-à-vis, lead generation making outbound cold calls, solicitation calls, and pitching whitepapers to C-level clients across different continents.
- Keeping a track of important emails, schedule personal and Microsoft Teams/Zoom meetings, oversee admin tasks, managing diaries and making travel arrangements for the Group Managing Partner (GMP), liaise with partners/directors/C-level management and reviewing NDAs (non-disclosure agreements) and ELs (Engagement Letters) for the GMP.

EMPLOYMENT HISTORY:

- November 2023 - March 2024 - **Baker Tilly Middle East, Dubai, UAE** - HR & Admin Supervisor.
- December 2022 - November 2023 - **Baker Tilly Middle East, Dubai, UAE** - Senior Secretary to the Group Managing Partner.
- November 2020 - December 2022 - **British Orient Infotel Pvt. Ltd. Bangalore, INDIA** - Direct Upload Proofer/Quality Analyst.
- January 2020 - April 2020 - **ScribeTECH, Bangalore, INDIA** - Editor.
- June 2019 - Jan 2020 - **Freelancer** transcriptionist and professional photographer.
- June 2018 - June 2019 - **Xponential Database Services (XDDBS), Pune, INDIA** - Senior Demand Generation Executive.
- November 2007 - June 2018 - Worked as a **Freelancer/Independent Contractor** for various clients from **UK and USA** in Medical Transcription.
- March 2001 - October 2007 - **MedicoTrans Pvt. Ltd., Pune, INDIA** - Senior Medical Transcriptionist/Editor/QA.
- August 2000 - February 2001 - **S. P. Software Pvt. Ltd., Pune, INDIA** - Medical Transcriptionist.

KEY SKILLS:

- Fully conversant with Dictaphone, FTP, PowerTrans, and ExText.
- Conversant with various EHR interfaces like Ophthalmology Advantage, OfficeAlly, and Artworks.
- Impeccable English comprehension (written and spoken) skills.
- Ability to work independently and multitask with minimal to no supervision.
- Proficient with MS Word, MS PowerPoint, MS Excel, MS Office Suite.
- Adobe Photoshop/Lightroom, and Digital Photography.
- Diary management, visa/travel management, office management, liaising with C-level management and file management.
- Specializing in typing/transcribing operative/surgical reports.
- Photographer at <https://www.shutterstock.com/g/ash's?language=en>.
- Part-time blogger @ www.pixelsnwilderness.blogspot.in.

EDUCATION AND TRAINING:

- Pass out 1998 -H. S. C- Maharashtra Board.
- Diploma in Medical Transcription- S. P. Software Pvt. Ltd.
- Medical Coding ICD-10 CPC (certificate course)- Udemy, February 2022.

- Complete Python Bootcamp (certificate course)- Udemy-2021.
- Photography workshop by Creative Pad Photography, Pune – 2016.
- The Complete Video Production Bootcamp (certificate course)- Udemy.

PERSONAL SKILLS:

Languages:

- Spoken: English/Hindi/Marathi/Bengali.
- Written: English/Hindi/Marathi.

ORGANIZATIONAL/MANAGERIAL SKILLS:

- Leadership (handling a multi-cultural team).
- Team player.
- Personnel management and Interpersonal skills.
- Planning and execution.