

## Digvijay Bhosle

Aurangabad, Maharashtra, India  
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### Objective

Meticulous transcriber with 1.5+ years of experience in business transcription. Skilled in maintaining accuracy, adhering to company standards, and meeting turnaround time.

### Experience

#### Reviewer

Mar 2024 - May 2024

Real Team Systems, Aurangabad

- Reviewed Editor's transcriptions for accuracy and quality.
- Conducted research to verify numbers, names, terms, and other information using press releases and online resources.

#### Editor

Jun 2023 - Feb 2024

Real Team Systems, Aurangabad

- Transcribed Earnings Calls, Business Updates, Mergers & Acquisitions and important corporate events accurately and efficiently.
- Ensured proper formatting according to company standards.
- Completed transcriptions within agreed-upon turnaround time.

#### Freelance Editor

Dec 2022 - May 2023

Datagain, U.S.A

- Transcribed audio recordings and interviews.
- Strictly following vendor guidelines for transcription style, tag usage, grammar, and punctuation.

### Education

Course / Degree	School / University	Grade / Score	Year
Mechanical Engineering	Sinhgad Institute Of Technology, Lonavala	8.70 First Class	2022
Primary & Secondary Education	Saint Xaviers High School, Aurangabad	82.80% A Grade	2015

### Skills

Soft Skills - Active listening / Time management / Attention to detail / Comprehension

Hard Skills - Computer skills / Typing skills / Editing / Research

Tools: MS Word / Google search / Ditto clipboard / Grammarly / Express Scribe / WordWeb

Typing Speed - 54 WPM with 100% Accuracy

### Certificate Links

Work Experience / Education / Typing Speed - [www.tinyurl.com/digvijayb](http://www.tinyurl.com/digvijayb)