

Celastian Paul

✉ celastianp@gmail.com 📞 8977206925 🌐 linkedin.com/in/celastian-paul-2bb11415

📍 Hyderabad, Telangana

📅 23-12-1988

♂ Male

Profile

Looking to be associated with a progressive organization thereby challenging and utilizing the skills and knowledge towards personal excellence and growth of the organization thus leading towards achievement of goals.

Education

Discontinued Graduation - B.Com, *Dr. B.R. Ambedkar Open University* Hyderabad
Intermediate, *Telangana Open School Society* Hyderabad
SSC, *Fr. Roch Memorial High School* Hyderabad

Professional Experience

Trainee Medical Transcriptionist, *Accentia Oak Technologies* 01/2009 – 05/2009
Hyderabad
Joined as a Fresher Medical Transcription trainee and Completed Training

L1 Writer, *Digital Nirvana Information Technologies Pvt. Ltd* 10/2009 – 02/2014
Hyderabad
Worked here in several processes like radio news monitoring in Media Transcription, and proceeding to Business Transcription Transcriber, and Editor, along with some successful pilot processes

Research Analyst, *FactSet Systems India Pvt. Ltd.* 03/2014 – 10/2019
Hyderabad
Worked here as a Business Transcription Transcriber for the CallStreet Content Collection Department

Business Transcription - Freelance Editor, *Digital Nirvana, Inc.* 01/2020 – 11/2021
Remote
Worked as a Freelance Final / Client Level Business Transcription Editor

Financial Reporter, *Digital Nirvana, Inc.* 12/2021 – 02/2024
Remote / Coimbatore
Worked as a Final Level Business Transcription Editor across different accounts

Freelancer (Business Transcription), *Armeka Financial Consultants Private Limited* 02/2024 – present
Remote
Working as a Freelance Final Level Business Transcription and General Transcription Editor

Skills

Active Listening

Typing 80 WPM - 90 WPM

Communication
Communication

Computer Skills

Multi-Tasking

Time Management

Attention to Detail

Research and Comprehension

Languages

- English
- Hindi
- Telugu
- Tamil

Interests

- Reading Newspaper / Content
- Listening to music

Awards

- Best Trainer, FactSet Systems India Pvt. Ltd.** 2018
Awarded best trainer for providing training to new joiner from another background
- Best Trainee, Digital Nirvana, Inc.** 2013
Awarded one of the best trainees for business transcription training