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## SKILLS

Proofreading proficiency

Wide Vocabulary Range

Strong grammar knowledge

High Accuracy Level

Fast Typing Speed

Meeting Deadlines Consistently

## LANGUAGES

English

Tamil

Kannada

Telugu

# KASIPAIYAN MAHALINGAM

## Transcriptionist/Captioner

Self-driven professional in both transcription and captioning with four years' experience in reviewing, proofreading, and analyzing transcripts. High level of accuracy, wide knowledge of computer applications, and a good listener with the ability to manage information effectively and efficiently.

## WORK EXPERIENCE

### Transcriptionist

Scribie

07/2020 - Present

\*Engaged in the transcription of a wide array of audio and video content, including interviews, meetings, and dictations, ensuring accuracy in capturing speech nuances, accents, and contextual relevance.

\*Delivered transcriptions of 70 audio and video recordings.

### Transcriptionist/Captioner

Rev

09/2021 - 05/2022

\*Ensured accessibility to diverse audiences by providing accurate, timely, and synchronized captions for live broadcasts.

\*Collaborated with production teams to deliver high-quality captions for pre-recorded programs.

\*Maintained a high level of accuracy in fast-paced, deadline-driven environments through meticulous attention to detail and strong organizational skills.

### Transcriptionist

Ant Datagian

04/2023 - Present

\*Provided verbatim and non-verbatim transcription services for various industries, including medical and financial businesses.

\*Analysed workflow and prioritized work accordingly to meet the policy-mandated turnaround time.

\*Transcribed 4,200 minutes in the domain of general and medical.

## EDUCATION

### Computer Science Engineering

R. L. Jalappa Institute of Technology

CSE

2021