

SHEREEN MOKHTAR

MEDICAL TRANSCRIPTIONIST/TRANSLATOR

PERSONAL HISTORY

I am a dentist with holistic experience working as medical transcriptionist for several years.

TALENTS & SKILLS

- Perfect listening and typing skills.
- Public speaking skills and ability to make presentations.

CONTACT INFORMATION

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CAREER HISTORY

- Medical transcriptionist at AITS Company for 6 months.
- Medical transcriptionist at VIA Technology Company since January 2010-May 2011.
- Quality controller at VIA Technology Company since May 2011-November 2013.
- MT/QC at BlueMed Company since December 2013-April 2016.
- Freelancer medical transcriptionist and translator at present.

ACADEMIC BACKGROUND

Ain-Shams University

BA Dentistry, Graduated May 2006

Certifications:

- Medical translation certificate from Ibn Sina for Translation.
- General English program certificate from the British Council.
- ICDL certificate from IBM.
- Soft communication skills and typing certificate from AITS Company.
- Technical support diploma (YPDT) from YAT Education Centers.