

# Resume

## **Shubham Babasaheb Ghorpade**

[shubhamghorpade007.sg@gmail.com](mailto:shubhamghorpade007.sg@gmail.com)

+91 8421028926

### Profile

Four plus years of experience in transcription industry. In-depth knowledge of speech recognition technology coupled with familiarity of medical terminologies. Ability to type quickly and accurately while proofreading. Excellent grammar, spelling, and punctuation skills, excellent verbal communication, listening, and computer skills. Ability to work independently and meet deadlines, ability to work with a variety of people and personalities.

### Experience

#### **Transcription Editor**

-January 2019 to Present

RealTeam Systems Pvt Ltd, Aurangabad. MH

Four years of experience of transcribing audio recording, quickly and accurately. Consistently maintain high accuracy and commitment scores. Correct the grammar, punctuations, and spelling. Currently all work is being conducted in US shift.

### Qualification

#### **Bachelor of Computer Application**

**-2019 [68%]**

Dr. Babasaheb Ambedkar Marathwada University Aurangabad.

#### **Higher Secondary School Certificate [Science]**

**-2013 [45%]**

Sant Mira Junior College, Aurangabad.

#### **Secondary School Certificate**

**-2011 [58%]**

Sushila Devi Prathamik Vidyalaya.

### Professional Skills

- English Typing (60 WPM)
- Communication.
- Editing
- Multitasking.
- Attention to detail.
- Time management.

- Attention to detail.

## Personal Profile

**Name** : SHUBHAM BABASAHEB GHORPADE  
**Address** : L-2-4-16, Ramnagar, Cidco N-2 Aurangabad.  
**Contact No** : +91 8421028926  
**Hobbies** : Internet surfing. Play video Games. Watching Movies.  
**Date of Birth** : 08/05/1995

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### **Declaration:**

I hereby confirm and verify all the facts mentioned above and I hold the responsibility of their authenticity and correctness.

**Place: Aurangabad**

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