



Suleiman Babatunde Yakub

Nationality: Nigerian (Nigeria)

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Date of birth: 1 Jul 1999

Gender: Male

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Address: Ilorin (Nigeria)

ABOUT ME

I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using my own initiative. I am able to work well under pressure and adhere to strict deadlines. Also, I am a student majoring in science looking for internships to get work experience. I am an attentive transcriptionist with 3-years of background, producing complex transcriptions with exceptional accuracy.

WORK EXPERIENCE

Medical transcriptionist and proof reader(Remote)

Rev [Feb 2018 – Jul 2021]

City: Austin

Country: United States

- Utilized a variety of search engines to ensure correct spelling, terminology, and dates within transcribed files.
- Transcribed audio and video files with a typing speed of 60 WPM.
- Used headsets and transcribing software to take dictation of medical documents.
- Referred to dictionaries, drug references, and other medical resources to distinguish between homonyms and recognize inconsistencies and mistakes in medical terms.
- Reviewed and edited transcribed reports and corrected material for spelling, grammar, and clarity.
- Transcribed sensitive documents with complete confidentiality.
- Transcribed court documents and records to enhance traceability and overall organization.

Call centre quality analyst(Remote)

Humanatic [Jul 2021 – Current]

City: Dallas

Country: United States

- Maintained high standards of accuracy and quality in calls.
- Reviewed calls and provide analytical reports to obtain business information and key data informing responses to development requests.

EDUCATION AND TRAINING

High School Certificate

Saint Anthony Secondary School [Jul 2010 – Apr 2016]

Address: (Nigeria)

Field(s) of study: Scientific Section

Final grade : 97%

Certificate of Primary Education

Tanke LGEA School B [2010]

Address: Ilorin (Nigeria)

Electrician Certificate of Completion

[Aug 2016 – Feb 2019]

Address: (Nigeria)

LANGUAGE SKILLS

Mother tongue(s): **English**

DIGITAL SKILLS

Microsoft Word / Social Media / fast learning ability / Reviewing, reporting, and research / Team-work oriented / Organizational and planning skills / Microsoft Powerpoint / Microsoft Excel / Internet user

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Active listening.
- Teamwork.
- Responsibility.
- Dependability.
- Leadership.
- Motivation.
- Flexibility.
- Patience.

ORGANISATIONAL SKILLS

Organisation Skills

- Creating and keeping deadlines.
- Goal setting and meeting goals.
- Decision making.
- Managing appointments.
- Team management.
- Project management.

ACHIEVEMENT SKILLS

Achievement Skills

- Re-organized something to make it work better.
- Identified a problem and solved it.
- Come up with a new idea that improved things.
- Developed or implemented new procedures or systems.
- Worked on special projects.
- Complimented by supervisor or co-workers.