

VIVILLEE CHRISTY RAJA
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CAREER OBJECTIVE:

To work in an esteemed organization that will enable me to utilize my knowledge, professional experience and skills to the greatest extent possible and achieve high pinnacles in the stature of the organization.

PROFESSIONAL EXPERIENCE:

Williams Lea, Chennai – Transcription Specialist (July-2024 to March 2025)

Digital Nirvana Information Systems Pvt. Ltd. Coimbatore, Tamilnadu (Oct 2018 to – July 2023).

Freelancer - Language Evaluator:

Digital Nirvana Information Systems Pvt. Ltd. Coimbatore, Tamilnadu (August 2023 to – Present)

- Enhance English knowledge of non-native speakers by evaluating and English assessment projects according to guidelines.
- Comprehensive knowledge to monitor English language and grammar usage.
- Able to work independently. Confident working under minimal supervision.

Healthcare Documentation Associate:

Scribotech Healthcare Pvt. Ltd., Coimbatore, Tamilnadu (Dec 2016 to - March 2018) – UK process.

MModal Global Services Pvt. Ltd., Coimbatore, Tamilnadu (Mar 2014 to Aug 2015) – US process.

- In-depth knowledge of medical transcription practices and guidelines
- Comprehensive knowledge of medical terminology, diagnostic procedures, pharmacology, and treatment assessment
- Perform tasks of interpreting and transcribing dictation by physicians and other healthcare professionals on therapeutic, clinical course, and diagnosis
- Identify, interpret, and evaluate discrepancies and inconsistencies in medical dictation
- Ability to transcribe at a minimum rate of 100 lines per hour with 99% accuracy
- Knowledge of grammar, style, punctuation and usage of English
- Possess excellent oral and written communication skills
- Ability to work under pressure and with limited time constraints
- Proficient in basic operating system and word processing software

Medical Records Coder Sr. Rep - Coimbatore, Dell Business Process Services India Pvt. Ltd., Coimbatore, Tamilnadu. (November 2015 to August 2016).

- Performed CPT and ICD-10CM coding for Diagnostic Radiology services for a large physician practice. These Radiology services included X-ray, CT, CTA, MRI, MRA, Nuclear Medicine, etc.
- Verified completeness and accuracy of my coding within standard 48- hour turnaround.
- Maintained 95% accuracy rate in QA audit.

Proof Reader, Technical Editor, Trainee Copy Editor, Scientific Publishing Services Pvt Ltd, Trichy, Tamilnadu. (Dec 2010 to June 2012)

- Comparing page proofs to a manuscript
- Scrutinizing design and layout — image quality and placement, running headers and footers, head levels, word breaks, cross-references widows and orphans and so on
- Checking for typographic errors
- Formatting the index according to the specifications
- Incorporating author's changes

Training

- Completed training in- **Williams Lea, Chennai in Powerpoint Presentation Techniques** – (15th July 2024 to 14th March 2025)
- Completed training in —**MModal Global Services Pvt. Ltd., in medical transcription.**
- Completed training in —**Resolve Medicode Academy in Medical Coding and Billing.**
- Currently pursuing IELTS in Udemy Online learning platform.

EDUCATION QUALIFICATION:

Master of Information Technology (M.Sc., IT)

Bishop Heber College (Autonomous). Trichy. Affiliated to Bharathidasan university, Trichy, Tamil Nadu, India.
2007–2009, 67% First class

Bachelor of Science in Chemistry (B.Sc.,CHE)

M.V.M Govt. College of Arts and Science, Dindigul.
Mother Teresa Women's University, Tamil Nadu, India.
2004–2007, 65% First class

Higher Secondary: St. Joseph's Girls
Higher Secondary School. Dindigul, Tamil
Nadu.
2002–2004, 73%

SSLC
St. Joseph's Girls Higher Secondary School. Dindigul, Tamil
Nadu.
2001–2002, 88%

PERSONAL DETAILS:

Father's Name : H.Christy Raja
Mother's Name : C.Felix Deva Luva
Husband's Name : Alex George
Date of Birth : 18th May 1987
Gender : Female
Nationality : Indian
Languages Known : Tamil, English.
Address : 12, Asbestos street, Podanur, Coimbatore,
Tamil Nadu.