



SAKSHI TYAGI

TRANSCRIPTIONIST

OBJECTIVE:

- Derive satisfaction from my work and deliver the best by applying my skills and knowledge.
- Ensuring that every professional activity is a value addition for client, team, organization and myself.
- To be a member of strong professional team committed to excellence and innovation.
- Setting new standards of performance and delivering beyond expectations.

SKILLSET & STRENGTHS

- Typing Speed: 65-80 words per minute
- Upholding established protocols and style guidelines
- Ability to prioritize and deliver quality work under tight deadlines
- MS Office Suite
- Listening and Writing Skills
- Communication & Soft Skills
- Analytical & logical
- Goal-oriented approach
- Strong Work Ethic
- A quick learner & team player
- Presentation Skills

VOLUNTEER EXPERIENCE & INTERNSHIPS

- Have a blend and exposure of writing Articles, Press releases, Blogs, Product Reviews, Web Contents, News. The knowledge domain has been enhanced and supported by the ensuing works undertaken.
- Acknowledged for many write-ups pertaining to websites and blogs.
- Class representative in Post-Graduation.

EDUCATION

Qualification	University/Organization	Year
Post-Graduation	Banasthali University	2011
Graduation	Ch. Charan Singh University	2009
HSC	Dayawati Modi Academy (Meerut) CBSE	2006
SSC	Dayawati Modi Academy (Meerut) CBSE	2004

EXPERIENCE

- Working as a freelancer in transcription since 2012.
- Worked on transcription projects of Vodafone and Mahindra Tyres.
- Worked as transcriptionist for a US based Ph.D. Scholar.
- Transcribed documents for financial conferences, interviews, surveys and education dictation etc.
- Ran a firm responsible for providing internet contents, translations, and transcriptions to clients for various domains like technical, social, educational, promotional etc.
- Fixing terms and conditions with client and understanding their requirement.
- Auditing the work with respect to Grammar, quality and client's requirement.
- Creating reports and invoices for clients and clearing writer's bills.
- Successfully ran a Blog and Facebook page of Poems.



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