



SHAHJEHAN AHMAD

Transcriptionist

PROFILE

Successful at maintaining meaning, flow, and specific characteristics of original words when translating documents or spoken words. Converse easily in 3 languages. Multi-talented translator consistently rewarded for success in planning and operational improvement.

LANGUAGES

English
Urdu
Punjabi

EXPERIENCE HISTORY

Transcriptionist - Indus Hospital

Mar 2017 - Nov 2019

- Transcribe medical reports, summaries, office visit notes, and other medical documents from recorded messages from health care providers
- Provided verbal/writer summaries of non-English documents.
- Maintain strict adherence to patient confidentiality according to provider standards and government regulations

TRANSCRIPTIONIST - Hameed Latif Hospital

Jan 2020 - May 2021

- Convert transcribed diagnostic test results, procedures, and consultation notes into applicable report formats
- Ensure uncompromised patient care by transcribing fast and accurately, as well as performing thorough editing

Freelance Transcriptionist/Translator

Jun 2022 - Present

Working a freelance English - Urdu and vice versa translator and transcriber.

INFO

Address

Lahore, Pakistan

Contact

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Shahjehan.ahmed.45@gmail.com

EDUCATION

University Of Punjab

2012 - 2016

Bachelor's in Linguistics

SKILLS

Time Management



Document Review



Keen Attention to Details



MS Word/Office



Technology Proficient

