**Curriculum – vitae**

***POST APPLIED FOR “MEDICAL TYPIST”***

**YOGESH KUMAR SHARMA**

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# Career Objective

***To secure a position that is learning and growth oriented and allows me to hone my skills in an organization that is rapidly expanding and offers good advancement for the best in me.***

# Academic Qualification

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| --- | --- |
| **Graduation** | B. A(Pass) from Delhi University . |
| **12th Standard** | From C.B.S.E . Delhi. |

# Professional Qualification

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| **1 yr Diploma** | English & Hindi Typing, English 60 w.p.m. & Hindi 55 w.p.m. in Kailash Commercial College in Kishan Ganj, Delhi. |
| **1 yr Diploma** | Computer Hardware & Networking in Oxford Institute.  Window Installation (Window XP, Vista, 2003)  Format in Computer  Installation all Software’s |
| **1 yr Diploma** | Diploma in Computer Application. |

**Profile:-**

* To prepare Indent for Computer stationery.
* Handling Emails.
* Direct reporting to Asst. Director planning.

# Work Experience

1. Working as a Medical Transcriptionist with **ACTION BALAJI HOSPITAL** from year Oct. 2015 to Till Date **(Specialize in X-ray, USG, CT, PET-CT, NUCLEAR MEDICINE reports)**.
2. Working as a Medical Transcriptionist in **Ganesh Diagnostic & Imaging Center** from year Dec. 2013 to Sept-2015 **(Specialize in X-ray, USG, CT, PET-CT, NUCLEAR MEDICINE reports)**.
3. One year worked with **AIIMS** as a **COMPUTER OPERATOR.**
4. Three years worked with **Kailash Commercial College** as a **Typing Teacher.**

**Profile:-**

* Responsible for all outgoing and incoming communications.
* Maintaining all personal and official files and records in day to day routine.
* Responsible for handling administration.
* Making co-ordination and passing message / memo / instruction from one department to another.
* Making all typing reports for respective department.

# Technical Expertise

* Possess good typing skill (60 words p.m)
* Worked on Windows and MS-DOS operating system.
* Knowledge of Internet browsing, and other Applications.
* Troubleshooting in Computer Hardware
* Installations Computer Software
* Knowledge of MS- office.

# Extra Curricular Activities

* Reading Newspaper & Cricket

# Personal Details

**Date of Birth:** 08.01.1986

**Languages Known:** English & Hindi

**Marital Status:** Married

**Father’s Name:** Mr. Ved Prakash

**(Yogesh Kumar Sharma)**