

Yamna Adnan

Karachi

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To make the most of my potential and discover new horizons in the field of Medical Sciences. To pursue a successful career by utilizing relevant knowledge gained from education and training in a practical atmosphere.

Work Experience

Medical Transcriptionist

Infotech Healthcare PVT LTD

October 2021 to Present

Convert medico-legal audio files in to written form.

Teacher

Happy Palace Group of Schools

February 2019 to October 2021

- Plan, prepare and deliver instructional activities that facilitate active learning experiences
- Establish and communicate clear objectives for all learning activities
- Prepare required reports on students and activities
- Maintain accurate and complete records of students' progress and development
- Participated in extracurricular activities such as social activities, sporting activities, clubs and student organizations

Education

M.Sc. in Hematology

University of Karachi

2019 to 2020

Bachelor's degree

Skills

- Microsoft Office (Less than 1 year)
- Medical transcriptionist (Less than 1 year)
- Medical coding and billing
- Medical terminology

Languages

- English , urdu - Intermediate

Certifications and Licenses

Medical and Billing

March 2022 to April 2022