

SHAHZAIB ARIF

Medical Transcriptionist

Summary

As a highly adept medical transcriptionist, specializing in the intricacies of medical transcription, I bring a profound depth of expertise in English terminology and a mastery of state-of-the-art transcription software. My proficiency extends across a spectrum of platforms, including EMDAT, Loft 1.0, Loft 2.0, InScribe, and eScription, among others. My extensive track record encompasses successful collaborations with a diverse range of remote clients, and I currently hold the esteemed status of a Level One Seller on Fiverr.

Experience

Transcriptionist and Editor | U-Transcription Services | (Present)

- Successfully transcribed and edited a variety of audio recordings, maintaining accuracy levels above 98%.
- Collaborated with a team of transcriptionists to meet tight deadlines and ensure high-quality output.
- Utilized Fluency platform to transcribe and edit audio files efficiently.
- Consistently met or exceeded productivity goals, achieving 300-500 lines per hour.
- Conducted research and fact-checking when necessary to ensure accurate content.
- Demonstrated strong attention to detail by proofreading and editing transcriptions for grammar, punctuation, and content consistency.

Freelance Transcriptionist | Fiverr | (Present)

- Independently managed transcription projects for various clients, delivering accurate and timely transcriptions.
- Developed a reputation for reliability and meeting or surpassing client expectations.
- Adapted to different subject matters and industries, showcasing versatility in transcription skills.
- Maintained client confidentiality and data security at all times.

Certifications

I recently achieved Level One Seller badge on Fiverr by providing medical transcription services.

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Chakwal, Punjab, Pakistan.

EDUCATION

**Bachelor in
Information Technology**
University of Lahore
(2016 - 2020)

EXPERTISE

Transcription and Editing

Strong Written Communication

Medical Terminology Knowledge

Strong Listening Skills

LANGUAGE

English

Urdu