**SUBEY GEORGE**

House # 12, Indralok society, near i.t.i. railway crossing, naroda, Ahmedabad, gujarat – 382330

(M) 91- 9879258550 (R) 079-22818280

subeygeorge@gmail.com

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| **Profile** |

1. Good verbal and written communication skills in English, Malayalam, Hindi and Gujarati.
2. Works well independently and as a contributing team member.
3. Proficient knowledge in Tally ERP 9, Payroll and the internet

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| **WORK Experience** |

**Scriptacom BPO Systems Pvt. Ltd August 2009 – Present** Direct-Upload Medical Transcriptionist/Quality Check

* Working as a direct upload Medical Transcriptionist, doing Quality Check, giving feedback to Medical Transcriptionists.

**Aaakar E. Solutions**  **September 2008 to July 2009** Business Partner

* Working on Dictaphone platform of Focus.
* Team Building, Quality Check, Job Allocation, Maintaining Turn Around Time, etc.

**Bookmark Solutions March 2007 to August 2008** Business Partner

* Doing final upload.
* Supervising medical transcriptionists’ work.
* Managing people

**Healthtec Network Private Limited June 2004 to February 2007** Account Manager/Quality Analyst

* Managing New Clients to see through the work flow and quality of jobs till the stage of approval through a team of Quality Analysts.
* Apart from transcribing and editing, managing different Accounts (Hospitals/Clinics) assigned to me. Monitoring workflow, evaluation of transcriptionists and Quality Analysts (QAs), updating accounts as per the clients' need.
* Checking files before they reach the client for accuracy, dictator specific style, grammar. I am responsible for any query that comes in the account allotted to me. I take care that the turn around time (TAT) is met.
* Solving client query, issues on quality, giving feedback to transcriptionists, incorporating changes occurred by instructing transcriptionists, managing workflow.
* Communicating with concerned person on client's side to pay heed to quality issues and solving them.

**MPL Infoscribe May 2001 to May 2004** Quality Analyst

* Editing reports and giving feedback to transcriptionists.

**Avinash Information Technologies Limited August 1999 to February 2000** Medical Transcriptionist & Quality Analyst Trainee

* Six-month extensive training for medical transcription from August 1999 till February 2000.
* From March 2000 to May 2001 initial worked as transcriptionist and later got promoted as Quality Analyst.

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| **Education** |

1. Bachelor of Commerce from Gujarat University **1998**
2. H.S.C from Gujarat State Education Board **1995**
3. **S.S.C from Gujarat State Education Board**  **1993**

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| **Trainings** |

* Completed a comprehensive training in the field of Medical Transcription for six months duration from Avinash Information Technologies Limited (Avintech). The training was from August 1999 to February 2000.
* PGDCA from NIIT
* Tally ERP 9 and Payroll

**PERSONAL DETAILS**

Date of Birth : September 3, 1976

Gender : Male

Marital Status : Married

Nationality : Indian