

NHOEL A. REVILLA

TRANSCRIPTIONIST/ENCODER

ADDRESS: 744 PUROK 4 BRGY.
NIEVES SAN LEONARDO NUEVA ECIJA

PERSONAL INFORMATION

AGE: 22 YEARS OLD
CIVIL STATUS: SINGLE
NATIONALITY: FILIPINO
GENDER: MALE

CONTACT

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PROFILE

I am an experienced and flexible transcriptionist and data encoder seeking a full-time position in the field of transcribing and encoding where I can apply my knowledge and skills for continuous improvement.

EXPERIENCE

MEDICAL TRANSCRIPTIONIST

WESTERN VISAYAS MEDICAL CENTER | MARCH 2016 - JAN 2017

- listen to physician and other healthcare workers voice recordings and convert it into written reports
- edit medical documents and abbreviations

DATA ENCODER

STUDIO RED BUILDERS | OCT 2017 - JUNE 2018

- encodes clients contracts , agreements and workers pay slip
- update clients progress billing payments

EDUCATION

ACCOUNTANCY BUSINESS AND MANAGEMENT (ABM)

MANDURRIO NATIONAL HIGHSCHOOL | 2016 - 2018

EDUCATION

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

PHILIPPINE CHRISTIAN UNIVERSITY | 2018 - 2020

SKILLS

- CONTENT WRITING
- WEB DEVELOPMENT
- PROOF READING
- CREATIVE WRITING
- MICROSOFT OFFICE
- DATA VISUALIZATION
- OPERATING SYSTEM
- COPY WRITING
- COMPUTER HARDWARE TROUBLESHOOTING