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| : bbo | **Muhammad Umer**  Address: House No E-180/22, Street No 01, New Iqbal Park, Walton Road Lahore  Cell: 0321-4617040  Email: umercdm@gmail.com  Born:12/07/1991 |
| **Personal Profile** | * Reliable and dependable * Hard working, possess strong planning, organizing and monitoring abilities * Motivated, enthusiastic and determined to move forward in life * Good communication and interpersonal skills, an efficient time manager |
| **Education and Qualification** | **University of Punjab, Lahore**  B.A, B.Ed |
| **Professional Experience** | **Med-IT Solutions Till Date**  **Medical Transcriptionist**  **Working on Karisma Transcription Software with 7xAustralian Radiology Clinics**  **GMT**  **Medical Transcriptionist Oct 2022**  **Working on ChartNet 6.00 with King Faisal Specialist Hospital Riyadh and Jeddah Saudi Arabia**   * Operative Reports (ORs) * Epilepsy Conference Report (ECR) * Tumor Board Summary (TBS) * EEG Report * Discharge Summary (DS) * Medical Evaluation (ME) * Death Summary (D.S.) * Offline Work   **EPCS Switchgear**  **Accounts Manager Nov 2016-Nov 2020**   * CPVs, CRVs * BPVs, BRVs * Journal Voucher * Stock Reports * Emails * Inventory Control |
| **Computer Skills** | * ChartNet 6.00, Karisma Transcription Software, Local ERP * MS Office (Word, Excel, Power Point, MS Project), AutoCad |
| **Interests** | * Cricket, Traveling |
| **Reference** | Will be furnished on demand |