

***Resume for Medical Transcriptionist (MT / ASR) / Medical Scribe (Trainee)***  
***(Full Time / Remote / Freelancing)***



***Personal Information :***

***Name:*** MR. DEBANJAN ROY

***Father's Name :*** Debabrata Ray

***Place of Birth:*** Kolkata, West Bengal (INDIA)

***Date of Birth:*** 20th November, 1980 (20-11-1980)

***General Intro :***

*I am an experienced Medical Professional holding a Bachelor of Science Degree (BSc.) in Optometry and Vision Science as well as a Professional Medical Transcriptionist and also a Medical Content Writer looking to work with reputed Medical Transcription or Medical Content Writing Companies on Full Time or Freelance basis . I am always available to work dedicatedly with both long and short term assignments.*

***Contact Details :***

***Permanent Residential Address:***

***“Shaktideep Apartments”, 2nd Floor, 16/2, Post Office Road, Dum Dum Cantt., Kolkata – 700 028***

***Mobile:*** (+91) ( 8697303153 / 9831462261)

***E-mail:*** debanjanro@gmail.com / debanjanro@yahoo.com

***Skype:*** debanjan.roy1980

***Language Proficiency :***

*My language proficiency are in English / Hindi / Bengali / Kannada / Oriya. I translate and transcribe from English to other Indian Languages and vice-versa.*

***Professional Services :***

***Translation, Transcription, Voice-Over Interpreting, Medical Content Writing, Proof-reading and Editing.***

***Professional Experience in Medical Transcription & Medical Content Writing :***

*I began my Career as a Freelance Medical Transcriptionist in August 2004 and later went into Medical Content Writing with Infovision Software Private Limited, Kolkata and Acusis India, Banaglore for their associated Global companies or clients in India, the USA, the UK. in English / Hindi & Bengali Languages. I also regularly contribute for both Long and Short medical articles / contents with BizAcumen Research Private Limited, Hyderabad for publishing in their client publications.*

- + Wrote patient narratives and clinical study reports
- + Wrote and edited training materials for the laboratories

- + *Managed and implemented internal style guide*
- + *Edited the work of peers*
- + *Reviewed SOPs and drafted changes*

### **Professional Skills :**

- + *Experienced writer covering topics in both Medicine & Surgery*
- + *Understanding of scientific processes*
- + *Knowledgeable about medical terminologies*
- + *Familiar with word processing softwares*
- + *Understanding of content management systems*
- + *Knowledge of statistics and data analysis techniques*
- + *Excellent interpersonal skills*
- + *Critical thinking, Reasoning & Problem-solving skills*

### **Availability :**

*Usually I work from Monday to Saturday, from 9am to 11pm. I can work in night shifts and weekends if necessary. My daily output is approx. 3000 to 5000 words.*

### **References :**

- 1) *Mr Ayan Sinha (+918910021633) ([as.to.sinha@gmail.com](mailto:as.to.sinha@gmail.com))*
- 2) *Mr Gautam Paul (+918100091492) ([goutamp09@gmail.com](mailto:goutamp09@gmail.com))*
- 3) *Mr Souvik Kumar Bagchi, (+917762834641) ([souvikkumar77@gmail.com](mailto:souvikkumar77@gmail.com))*

### **Academic Credentials :**

- *Passed Secondary School Exam (Class X) conducted by CBSE, NewDelhi in the year 1996 with 1st Division Marks.*
- *Passed Senior Secondary School Exam (Class-XII) in the year 1998, with 1st Division marks.*
- *Bachelor of Science Degree (BSc.) in Optometry and Vision Science from Disha Eye Hospitals Private Limited, Kolkata (West Bengal)*

### **Professional Credentials :**

- *Certificate in Medical Transcription / Translation from Infovision Software Private Limited, Kolkata*
- *Certificate of Participation in Regulatory Writing for Medical Devices - EU MDR & CER from Turacoz Medtech, Gurgaon.*

### **Work Experience / Employment History :**

*(Other than Medical Transcription or Medical Content Writing)*

- *Corelynx Solutions Private Limited* (September 2018 – Present)  
*Designation: Project Officer*
- *D.P. Ahuja & Company* (March 2017 – July 2018)  
*Designation: Technical Executive (Patents)*

- Tega Industries Limited  
Designation: Design Engineer – Pumps

(February 2015 – March 2017)

- Utkarsh Tubes & Pipes  
Designation: Design & Production Manager

(August 2013 – January 2015)

- DRA International, Pty. South Africa  
Designation : Design Draughtsman

( February 2012 – March 2013 )

### Computer / IT Skills :

- I work with MS Office (Word, Excel, Power Point, etc.), Adobe PhotoShop, WinZip, WinRar, etc.
- Well versed with Internet Terminology, having sound knowledge of SEO on various topics on internet using various search engines, downloading and uploading data, sending and receiving E-mails. Good typing skills. Working as a freelance Transcriber / Translator with Infovision Software Private Limited and Acusis India, Bangalore with their associated Global associate companies & clients. I have reliable Internet broadband connection, E-mail, and FTP. I have a modern PC, with laser printer, copy & scanner facility.

### Declaration :

I hereby declare, that the above mentioned information is true and correct to the best of my knowledge and belief and I bear the responsibility for the correctness of the above-mentioned particulars.

Date : 25 - 10 - 2021

Place : Kolkata, (West Bengal)

