**CURRICULUM VITAE**

Arwin Clifford A.

Gopal Nivas

#2B 9th cross

Chandini chowk rd

Shivajinagar

Bangalore-51

Mobile: **9886373139**

**Email:** [**arwinclifford@rediffmail.com**](mailto:arwinclifford@rediffmail.com)

**Objective:** To obtain a responsible position, a challenging and rewarding career in an organization that provides ample opportunity for career advancement and also seeking a position to utilize my skills and abilities in the Information Technology Industry that offers professional growth while being resourceful, innovative and flexible.

# **Qualification**

|  |  |  |
| --- | --- | --- |
| Course | University/ Institution | Year |
| S.S.L.C | St. Michael’s School, Madikeri. | 1997 |
| P.U.C | Nehru Memorial College, Sullia Mangalore University. | 1999 |
| B.Com | Nehru memorial College, Sullia Mangalore University. | 2003 |

# **Computer Skills:**

Computer Basic, DOS, Lotus, Oracle, C, VB, DBMS, COBOL, and MS Office.

# **Project Profile:**

# Office automation system in for high school in B’com computer application.

# **Transcription Profile:**

Well versed in Language of medicine, medical terminology, medical abbreviations, drugs, accuracy, speed, maintaining quality, and maintaining TAT.

Medical insurance verification and charge entry and demographic entry in medical billing.

# **Work Experience:**

1. Worked as computer Operator in “**Health Way**” Pharmaceutical distributor at Bangalore for six months.
2. Worked in “**Coffee day** “as computer operator and supervisor in accounts for one year.
3. Worked as medical transcriptionist (US process) for 4 years and editor for 7 months from March 2006 till October 2010 for **Innovations Institute of Medical Transcription** Madikeri.
4. Worked in **Scribtech** as MLT Bangalore.(UK process)
5. Worked as MLT for **Nuance Transcriptions Services Pvt Ltd** Bangalore for six months.(US proces)
6. Worked as Sr transcriptionist for **Ajax.dot** **com** from 2015 to 2017.
7. Worked as medical billing executive for **NYX medical solutions.** From 2017 till November 2020..(demographics. Insurance verification and charge entry)
8. NW pursuing coding course online and waiting for exams for coding certification.

**Personal skills:**

Comprehensive problem solving abilities, ability to deal with people diplomatically, willingness to learn team facilitator hard worker.

# **Personal Information**

Date of Birth : 21 April 1982

Sex : Male

Nationality : Indian

Languages Known : English, Hindi, Kannada, Malayalam & Tamil and other local languages (Tulu and Coorgi and Are bashe dialect)

Personal Attributes : Friendly Nature, Fast Learning, Creative, Optimistic

Hobbies : Football, Trekking, Playing Keyboard, Guitar, Listening to music, painting and table tennis.

Declaration

I here by declare that the above written particulars are true to the best of my knowledge and belief

Date: 25/05/2021

Place: Bangalore

(Arwin Clifford)