



Ashab Abdu

Date of birth: 03/10/2000 | **Nationality:** Indian | **Gender:** Male | **Phone number:** (+971) 567389757 (Mobile) | **Email address:** azhababdu1122@gmail.com | **Address:** Al qusais, Bin Humaidan Building, 500001, Dubai, India (Home)

● ABOUT ME

Aim to be associate with a progressive organization that gives me scope to update my experience, knowledge and skill in accordance with the latest trends and be a part of team that dynamically work towards the growth of organization and gains satisfaction.

● WORK EXPERIENCE

26/08/2022 – 05/12/2023 Bangalore, India

QUALITY DOCUMENTATION SPECIALIST MICROSOFT - NUANCE

As a Quality Documentation Specialist at Microsoft, my job objectives includes ensuring all documentation meets quality standards creating and maintaining documentation process with AI software, collaborating with teams to improve documentation accuracy and clarity, and implementing best practices for documentation management. Additionally, we will be responsible for conducting quality audits, providing training on documentation standards, and continuously improving documentation processes to enhance overall quality and efficiency.

- Transcribing Dictated Recordings: Listening to audio recordings of medical professionals and accurately transcribing the content into written documents.
- Transcribing Dictated Recordings: Listening to audio recordings of medical professionals and accurately transcribing the content into written documents.
- Adhering to strict confidentiality guidelines and ensuring the security of patient information in accordance with healthcare privacy laws, such as HIPAA (Health Insurance Portability and Accountability Act).
- Reviewing and Editing: After transcribing, they review and edit reports for accuracy, clarity, and coherence, ensuring that the final document reflects the intended meaning of dictation.
- Communication: They may need to communicate with healthcare professional to clarify unclear dictation or obtain additional information when necessary.

● EDUCATION AND TRAINING

2019 – 2022

BACHELOR OF COMMERCE Mangalore University

2022

MEDICAL SCRIBE Transorze Solutions

2020

DIPLOMA IN INDIAN AND FOREIGN ACCOUNTING G-tec Education

● LANGUAGE SKILLS

Mother tongue(s): **MALAYALAM**

Other language(s): **ENGLISH | TAMIL | HINDI**

● DIGITAL SKILLS

Excellent command of Microsoft Office (Word, Excel, Outlook) | TALLY ERP 9,GST | SAGE50 | Quick Book | Quick text typing | Document Controller | Audio typing