



Ajab Bohra

Freelance Transcriptionist

Reliable, hardworking transcriptionist seeks a position with transcription agency that will provide opportunities for professional growth and development of skills and knowledge. Focused, organized, and detail-oriented.



ajabbohra5253@gmail.com



7733056652



04 Kharol Colony, Udaipur, India



31 December, 1990

SKILLS

Data Entry

English/Hindi Translating

Fast Learner

Strong Interpersonal skill

Quick adaptive new tool and technology

self-starter

LANGUAGE

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

WORK EXPERIENCE

Freelancer Transcription Freelance

01/2020 – Present

India

Accurately and efficiently transcribed documents for financial conferences, interviews, education dictation, legal. Strict time-management and prioritization to adhere to deadlines and produce a high-quality work product while completing multiple tasks simultaneously.

- Safely handled highly sensitive information.
- Transcribe various styles of audio recordings.
- Complete all files by deadlines (including rush files)
- Proficient in proofreading transcripts for grammatical errors.

EDUCATION

Bachelor of Legislative Law

Mohanlal Sukhadia University, Udaipur

05/2012 – 06/2014

India

Bachelor of Commerce

Mohanlal Sukhadia University, Udaipur

05/2009 – 06/2011

India