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|   | Anil Shankar Shelke S. No. 1/3, Plot No. 21, New Laxmi Nagar, Pimple Gurav, Pune-411061, Maharashtra Phone: 91-8551824349 E-mail: ashelk00.agni@gmail.com  |

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|  | **OBJECTIVES** To acquire knowledge and wealth through expertise in the field of Transcription, Translation, Labelling, Proofreading, and Editing. **EDUCATION** **B. Com** (May 2004) from Pune University. **PROFILE SUMMARY**  **FREELANCE TRANSLATOR** Translating **English** to **Marathi** and **Hindi** and **vice versa** with different clients as a freelance translator ensuring guidelines and quality is met. I am interested in Education, Engineering, Science, Healthcare, E-Commerce, General, Marketing and Tourism.  **MEDICAL TRANSCRIPTIONIST EDITOR/SUMMARIZER/REVIEWER**I am having 15 years of experience in the field of medical transcription. I have worked on various platforms such BeyondTXT, Escription, Emdat, and nThrive. Work involved to edit and upload reports directly to the client ensuring client satisfaction and TAT adhering to AMA guidelines and HIPAA with recent experience of summarization of medical reports. **EXPERIENCE DETAILS** I have worked on ATMs for translating, editing and reviewing projects tasks for Amazon. I have done Mapping project for Amazon using XTM Cloud.  |
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* Resume: Anil Shankar Shelke

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|  | I have worked on translation projects of IIT lectures in Physics and Chemistry.I have worked on LOFT and Transcriber softwares for Marathi transcription.**Medical Summarizer/Reviewer** (December 2020-till date)**QuickTurtle**, (Pune)Medical summarization of report such as Progress notes, Emergency Department Records, History and Physical, Consultations, Operative/Procedure Reports, Laboratory Reports, Discharge Summary, etc.  **MT Editor** (January 2020 – December 2020 **Cameo Corporate Services Limited**, (Chennai)  **Medical Language Specialist** (September 2012 – November 2019) **Transcend MT Service Private Limited**, subsidiary of Nuance Transcription Services (Bangalore, Kanataka) **Direct Uploader** (July 2007– September 2012) **S. P. Soft Private Limited** (Kothrud, Pune) **Senior Medical Transcriptionist** (September 2006 – May 2007) **Arjun Technologies Limited** (Nigdi Pradhikaran, Pune) **Training-cum-recruitment** (October 2005 – August 2006) **Forbes Technosys Private Limited** (Phursungi, Hadapsar, Pune) **Skills** * Well-versed with ATMs and Wordsonline Translation tools and LOFT, Transcriber, Express Scribe transcription tools.
* Proofreading and editing.
* Active listening.
* Typing and efficient use of keyboard.
* Referencing for words, terminology, drugs with Google.
* Sound knowledge of computer hardware and networking.

 **Certification** * C-Bay certified Medical Transcriptionist.
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For any information related to medical transcription, please feel free to contact me.

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