



## PROFILE

Senior Process Executive, specializing in medical scribing. Possesses a warm and approachable demeanor with a knack for conflict resolution. A team-oriented professional with a keen focus on addressing both team and client needs. Known for punctuality, adept problem-solving skills, and the ability to handle multiple tasks simultaneously. Proven track record as a valuable member of the management team, consistently contributing effective solutions that yield immediate results and foster the long-term success of the organization.

## BASIC INFO

**DOB:** - 3<sup>rd</sup> November, 1996

**Nationality:** INDIAN

**PHONE:**

+91-7404270520

**ADDRESS:**

House No – 394 C, HUDA, Sector: 12, Panipat-132103, Haryana - INDIA.

**EMAIL:**

Hunny.10047@gmail.com

## STRENGTHS

Positive Attitude  
Quick Learner  
Good Observer  
Active In Group Planning  
Hard worker  
Stress effective communication skills

# DR. HUNNY SACHDEVA

( B . A . M . S . )

## EDUCATION

Enrolled in Executive certification program of **Business Analytics and Data Driven Decision Making from IIM Vishakhapatnam.**

**Bachelor of Ayurvedic Medicine & Surgery (2015 - 2021) – 76.74%**

- University: Pt. Bhagwat Dayal Sharma University, Rohtak

- College: - GANGAPUTRA AYURVEDIC COLLEGE, JIND-HARYANA- INDIA.

**12<sup>th</sup> grade (2013-14) – 88.8% &**

**10<sup>th</sup> grade (2011-12) – 9.0 CGPA (85.5%)**

-Board: C.B.S.E

-School – S.D.V.M School, Sector-12 HUDA, Panipat-132103, Haryana-INDIA.

## WORK EXPERIENCE

**Work Experience at IKS, Mumbai, Maharashtra-INDIA (July 2021- October 2021)**

Remote job as Clinical documentation specialist.

**Work experience at Alchemist hospital Panchkula, Haryana-INDIA (Dec 2021- October 2022)**

As Inpatient Coordinator in Pulmonology.

**Work experience at NUANCE India Pvt Ltd, Bangalore, Karnataka-INDIA (Nov 2022 – June 2023)**

Remote job as Quality Documentation Specialist (Virtual Medical Scribe in the dermatology, orthopedics, and family medicine).

**Currently working at Cognizant Technology solutions Limited, Bangalore, Karnataka-INDIA (July 2023 to until now)**

Remote job as Senior Process Executive (Medical Scribe in the dermatology, orthopedics, and family medicine).

## CAMPS & SKILLS

### Camps:

- Health camp at Botanical Garden Jind, Haryana-India.
- Free health checkup camp in various villages
- Various health camps at different government and private institutes.

### Skills:

- Proficiency in various medical procedures, protocols, and documentation practices.
- Proficiency in MS Word and MS Excel (Basic).
- Quick and effective problem-solving skills to handle unexpected situations.
- Proficiency in using Next-Gen and EPIC EHR.