



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 team, consistently contributing effective solutions that yield immediate results and foster the long-term success of the organization.

BASIC INFO

DOB: - 3rd November, 1996

Nationality: INDIAN

PHONE:

+91-7404270520

ADDRESS:

House No – 1039, NHBC, Near Batra Dental Clinic, 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

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

- University: Pt. Bhagwat Dayal Sharma University, Rohtak

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

12th grade (2013-14) – 88.8% &

10th 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.