**Gururaja Acharya Y**

 **"Sri vignesh"**

 **H No: 2/389**

 **Korangrapady Post**

 **Ballal Nagar**

 **Marpalli**

 **Udupi District**

 **Karnataka State.**

 **Mobile: 9916067548 E-mail: gururajaacharya@yahoo.com**

#### Career Objective .

####  Aspiring for a challenging job with opportunity to rise and grow, where I can make the best use of my knowledge, personal attributes, and qualification for the betterment of the organization and self.

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**Work Experience .**

1. **Worked as a translator (English to Kannada Language) for Desicrew Solutions Pvt Ltd for 9 months.**

2) Worked as a **translator (English to Kannada Language) for Valuepoint knowledgeworks for 3 years.**

3) Worked **as translator (English to Kannada Language)** for **Greynium Information Technologies Pvt. Ltd (Oneindia.in web portal). Also, working for Soumya Translators Pvt Ltd. as a Freelance Translator, translating from English to Kannada Language since the past 5 years.**

4) Worked as Home Transcriptionist for Acusis Software India (Pvt.) Ltd for 1 years April 2015 to May 2016.

5)Worked as Home Transcriptionist for E-Dictate IT Solutions (Pvt.) Ltd for 5 years from 2010 to 2015.

6) Worked as Junior Medical Transcriptionist in ScribeTECH Healthcare (India) Pvt Ltd for 6 months.

7) Worked as Medical Transcriptionist in CBay Systems for 7 months (excluding a training period of 5 months).

8)Worked in MPHASIS AN EDS Company as Customer Support Officer from 25th of June 2007 to 9th of January 2009.

9) Worked in Government High school Malpe, Udupi as Computer Faculty from March 2001 to March 2006.

**Work Summary .**

1. Organization: Desicrew Solutions Pvt Ltd.

**Role 1 : Translator (English to Kannada Language)**

**Role 2 : Transcriptionist (Kannada Language)**

**Role 3 : Voice Annotation**

Responsibilites: Worked as a Kannada Translator for Education domain. Topics included range from Mathematics, Computers & Graphics Design, Office Management, Sports management etc.

Worked for Kaizen Data Collection Project. The responsibility included quality checking of various audio recording samples collected from 500 people, both in Kannada and English Languages intended for Artificial Intelligence purpose.

1. Organization: **Valuepoint Knowledgeworks Pvt. Ltd, Bangalore**

Role: **Translator (English to Kannada Language).**

Responsibilites: **Working for a prestigious client** **named** **Embibe**. **Role involves translating and transcreating topics from various subjects like Physics, Chemistry, Mathematics, Biology of classes/grades ranging from 6th Std to II PUC (NCERT curriculum)**

1. Organization: **Greynium Information Technologies Pvt. Ltd (Oneindia).**

Role: **Translator (English To Kannada Language).**

Responsibilities: **Translating source articles written in English Language to Kannada Language. Source articles include articles on a wide variety of topics such as Lifestyle (Beauty), Health, Home and Gardening, Mother and Child, Kitchen, Relationship etc. Major translation work is from Tour and Travel related articles. More than 513 articles have been published in Oneindia.in portal thus far and I have translated around 700 articles thus far.**

2) Organization: **Acusis Software India (Pvt) Ltd.**

 Role: Medical Transcriptionist (Home based).

Responsibilities: Transcribing reports various types of reports including consultation, progress notes, discharge summaries, history and physical, progress notes, ECG reports, letters, etc.

3) Organization: **E-Dictate IT Solutions (Pvt) Ltd.**

 Role: Medical Transcriptionist (Home based).

Responsibilities: Transcribed reports pertaining to ENT, Plastic Surgery, Urology, Radiation Oncology, Orthopedics, Neurology specialities reports including consultation, followup, progress note, H&P, Discharge Summary types of reports.

4) Organization: **ScribeTECH Healthcare (India) Pvt Ltd.**

 Role: Junior Medical Transcriptionist

ScribeTECH Healthcare (India) Pvt Ltd is a leading UK-based Medical Transcription Company.

Responsibilities:

Transcribing Medical documents in specialties ranging from Cardiology, Urology, Gastroenterology, Gynecology and Obstetrics, Musculoskeletal, Dermatology, Endocrinology, and Neurology.

5**)** Organization: **CBay Systems (India) Pvt Ltd.**

Role: Medical Language Specialist – Trainee.

CBay Systems is world’s largest US-based Medical Transcription Company which recently acquired MedQuist and Spheris.

Responsibilities:

Transcribed Medical documents in specialties ranging from Cardiology, Urology, Gastroenterology, Gynecology and Obstetrics, Musculoskeletal, Dermatology, Endocrinology, Neurology including operative documents.

6)Organization**: Mphasis India Ltd (An EDS Company)**

 Role: Customer Support Officer

 Mphasis is one of the leading BPO companies in India, with a work force of more than 25,000 employees all over India.

 Worked for a prestigious UK Insurance Company**.**

Role and Responsibility

Mainly Dealt with **Property, Marine & Casualty Insurance in the U.K & theU.S.A.**

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* Making payment towards a claim.
* Processing Monthly and Quarterly bordereau accounts for different reputed customers.
* Updating the Insured details such as the Sum Insured, Territories to be covered, etc.
* Generating Weekly & monthly reports for the clients.
* Processing claims, calculation of premium, issuing of motor policies & certificates, renewal & property insurance.

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7) **Organization : Government High School, Malpe.**

 **Role:** Computer Faculty**.**

 Government High School, Malpe of Udupi district is one among 1,000 Government High

 Schools all over Karnataka State which falls under Mahithi Sindhu Computer Education

 Project sponsored by the Government of Karnataka under the supervision of NIIT Ltd.

**Responsibilities:**

* Imparting Quality Computer Education to High School Students. .
* Interacting with the school head and staff in installation of the systems and software.
* Interacting with the vendors in maintaining and supervising the network of the state-of-the art Computers.
* Maintaining daily and weekly reports.

**Educational Qualifications**  **.**

# B-Sc (Bachelor of Science, in Physics, Chemistry & Mathematics) passed from the University of Mangalore, Karnataka in the year 2000.

# PGDCA (Post Graduate Diploma in Computer Applications) passed from Manipal Institute of Computer Education (MICE) in the year 2005.

**Languages Known** .

English, Hindi and Kannada.

##### Computer Proficiency .

* MS Office
* Oracle 7.0
* Developer 2000
* C, C++
* Visual Basic

##### Personal Details .

### Date of Birth 09-10-1975

  Gender                        Male

 Marital Status Married

I hereby certify that all particulars mentioned above are correct and true to the best of my knowledge and belief. In case of any information found false or untrue my candidature/appointment can be terminated at any stage.

 

Place : Udupi

Date: 22.01.2021 **Gururaja Acharya Y**