



SNS Datascribe & Software (P) Ltd.,

536, Donboscopuram, Saravanampatti – Thudiyalur Road
Coimbatore – 641 029,
Phone : 0422-2665191,2666701, 2666544

Email: snsdatascribe@yahoo.com

Website: www.snsdsl.com

RESUME FOR APPLICANTS FOR MEDICAL TRANSCRIPTION TRAINING

Personal Details

Name:

Address:

| Permanent | Contact |
|--|--|
| | |
| Tel: | Tel: |

E-mail:

Address (Father's/Guardian's)

| Permanent |
|--|
| |

Tel:

Biographical Information:

Gender: Male Female

Date of Birth(dd/mm/yyyy):

Marital Status: Single Married

Country of Citizenship:

Native Language:

Language Proficiency:

Total fluency = 5
Novice = 1

| Languages | Proficiency level (1-5) |
|-----------|-------------------------|
| | |
| | |
| | |
| | |
| | |
| | |

Educational Qualification:

| Name of School/College/University | Qualification | Subjects | Marks/Grade Scored | Year of Passing |
|-----------------------------------|---------------|----------|--------------------|-----------------|
| | | | | |

Professional Qualification(if any):

| Name of | Qualification | Subject | Marks/Grade | Year of |
|---------|---------------|---------|-------------|---------|
|---------|---------------|---------|-------------|---------|

| School/College/University | on | s | rade Scored | Passing |
|----------------------------------|-----------|----------|--------------------|----------------|
| | | | | |

Employment and Work Experience (if applicable)

| Name of Employer | Post Held | Key responsibilities | Duration |
|-------------------------|------------------|-----------------------------|-----------------|
| | | | |

You will need to furnish documents in support of your statement

Extra Curricular Activities (if any)

| Name of activity | Individual/Group Participation | Positions held/secured |
|-------------------------|---------------------------------------|-------------------------------|
| | | |

Further Supporting Information:

What do you expect to gain from working at SNSDSL

What are your strengths and weaknesses?

What are your career objectives?

What has attracted you to SNSDSL?

How did you come to know about SNSDSL??

| | | |
|-------------------------|---|--|
| Newspaper Advertisement | Which newspaper → | |
| SNSDSL website | How did you find SNSDSL website → | |
| Referral | Give the name of the person and where he works → | |
| Others | If none of the above, then give details as to how you came to know about us → | |

**References
(Referees should not be your relatives)**

Name, address and contact no.

| 1 | 2 |
|----------|----------|
| | |

Signature of Candidate:

I certify that the information I have given is complete and accurate.

Signed _____ **Date** _____