



Neethu Jose
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PERSONAL DETAILS

Date of birth: 24/08/1987

Nationality: Indian

Status: Married

Visa Status: Husband Visa

Languages: English, Hindi,

Malayalam

KEY SKILLS

Active learner,

Effective

communicator,

Outstanding

Communication

Skills,

Effective Multi-tasking

skills

Knowledge in computers

Able to work under

Pressure.

COMPUTER SKILLS

MS Office

Email & Internet

OBJECTIVE

My aspirations are being formed to be an active part of a professional work environment that allows me to learn and progress as an ambitious individual. I am seeking a challenging position, which suits my education and experience and hoping to be a part of your esteemed organization.

SEEKING POSITION: MEDICAL CODER

CAREER PROFILE

WORK EXPERIENCE ABROAD :

Position held : Medical coder

Institution : NMC health care sharjah

Period : 01-Aug-2019 to till date

AFTER GRADUATION (Pc Bsc Nursing) :

Position held : Nursing faculty staff

Institution : MMT School of nursing, Mundakkayam, Kerala, India

Period : November 2013 — April 2014

- Co ordinate academic ,practical and extracurricular activities of students
- Lecture on different nursing subjects
- Participating in meeting with other staff members and authorities
- Communicate with students and help them to solve their problems
- Maintaining records of students

AFTER DIPLOMA

Position held: Staff nurse

Institution: B.C.M. hospital, khairabad, sitapur, U.P, India

Period : June 2009- January 2011

- Provide individual care to patients
- Report patient's condition to in-charge and doctors
- Record the patient details
- Team work
- Effective communication with patients as well as co-workers.

PROFESSIONAL QUALIFICATION

- 11/05/2019 — passed CPC exam and become a certified member of AAPC
- 2011-2013- PcBsc nursing in Narayana hrudayalaya college of Nursing. Bangalore, India
- 2006-2009-diploma in Nursing in B.C.M.School of nursing, Sitapur, U.P, India

ACADEMIC QUALIFICATIONS

- 2003-2005-HSS (physics, chemistry, maths and biology) Kerala secondary board, Kerala, India
- 2003 - S.S.L.C - Board of public examination, Kerala

ADDITIONAL QUALIFICATIONS

- Microsoft office specialist
- course IELTS

REFERENCES

References will be made available on request.