



ASHA SCARIA

CERTIFIED MEDICAL CODER

OBJECTIVE

To work in an Organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the Organization.

CERTIFICATION

Certified Professional Coder

Member ID : 01972269

Issued : July 2022

Expiry : July 2024

WORK EXPERIENCE

Assistant Accountant (May 2018 to Dec 2018)

NIRMAL ENTERPRISES

- ☑ Reconcile invoices and identify discrepancies
- ☑ Create and update expense reports
- ☑ Process reimbursement forms
- ☑ Prepare bank deposits
- ☑ Maintain digital and physical financial records
- ☑ Issue invoices to customers and external partners, as needed

Sales Coordinator (May 2015 to Aug 2015)

KELACHANDRA COMPANY

- ☑ Handling urgent calls, emails, and answering customer queries, informing them of delays, arranging delivery dates.
- ☑ Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- ☑ Inputting orders, processing according to customer requirements.
- ☑ Ensures all orders are accurate and delivered on time.
- ☑ Collaborating with other departments the sales, marketing, queries, and deliveries are efficiently processed.

PERSONAL INFO

✉ ashascaria7736@gmail.com

☎ 054 795 3006

 [linkedin.com/in/asha-scaria](https://www.linkedin.com/in/asha-scaria)

SKILLS

CPT®, ICD-10-CM and HCPCS

LEVEL II CODES 0000

Medical Terminology 0000

Data Entry 0000

Knowledge of Medicaid and Medicare 0000

Knowledge of EMR 0000

Ability to Work in a Team 0000

Knowledge of HIPPA Laws and Regulations 0000