

AKHILA U

Certified Professional Coder

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A newly certified Professional Coder with a strong foundation in medical coding and administration. Recently completing certification in coding, I am well-versed in ICD-10, CPT, and HCPCS coding systems, ensuring accurate and efficient coding for medical records. With one year of hands-on administrative experience, I bring valuable skills in managing documentation, scheduling, and office coordination, while maintaining a strong attention to detail and adherence to compliance standards. Eager to apply my technical coding knowledge, organizational abilities, and problem-solving skills to contribute effectively to healthcare teams and drive accurate billing and coding processes.

Work History

2023-11 - 2024-09

Admin

FORBEST REAL ESTATE LLC, Dubai, UAE

- Overseeing day-to-day office operations.
- Inputting data into databases or spreadsheets.
- Maintaining accurate records and files.
- Organizing and maintaining physical and digital files.
- Generating reports on various aspects of office operations.
- Prepared proposals for clients in MS Office suits.
- Handled Attendance Register and Petty Cash Book
- Handled incoming calls and emails, prioritizing and redirecting as necessary.
- Assisting with marketing.
- Providing administrative support to real estate agents or brokers.
- Agent registration and renewals with developers.

2021-06 - 2021-11

Office Executive

Aaron Benefit Fund Nidhi LTD, Karunagappally, Kollam

- Overseeing day-to-day office operations.
- Recorded Customer Details Electronically.
- Documentation
- Conducted Customer Ledger Reconciliation.
- Follow up With Customers for Outstanding Balances.

Skills

Management Skills

Leadership

Strong Communication & Interpersonal skills

MS Office Proficiency

Attention to detail

Adaptable



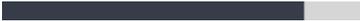
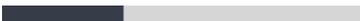
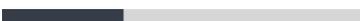
Education

2024-12	Certified Professional Coder <i>American Academy of Professional Coders</i>
2023-09	Master of Arts <i>University of Kerala - Kollam, Kerala</i>
2023-06	Certificate Course in Hospital Administration <i>International School of Skill Development - Ernakulam, Kerala</i>

Personal details

Date Of Birth	<i>11/03/1999</i>
Visa	<i>Spouse visa (Valid till- Nov-2025)</i>

Languages

English		Advanced
Malayalam		Advanced
Hindi		Elementary
Tamil		Elementary