# 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

*American Academy of Professional Coders*

**2023-09**

### Master of Arts

*University of Kerala - Kollam, Kerala*

**2023-06**

### Certificate Course in Hospital Administration

*International School of Skill Development - Ernakulam, Kerala*

## Personal details

**Date Of Birth** *11/03/1999*

**Visa** *Spouse visa (Valid till- Nov-2025)*

## Languages

English — Advanced

Malayalam — Advanced

Hindi — Elementary

Tamil — Elementary