**Curriculum Vitae**

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| **Application for** | **GUEST RELATION EXECUTIVE** |
| **Experience** | **1 YEAR 3 months** |
| **Availability** | **Immediately**  |

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| **contact_detailPersonal Information** |

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| **Title**  | Mrs | IMG_20151004_134006.jpg |
| **Surname** | PASAGADUGULA |
| **Name** | HARIKA |
| **Known Name** | HARIKA |
| **Nationality** | INDIAN |
| **Country of Birth** | INDIA |
| **Date of Birth** | 15/06/1990 |
| **Age** | 30 |
| **Gender** | FEMALE |
| **Marital Status** | MARRIED |
| **Contact Telephone** | MOBILE : +971503032024 ,+971562415665 |
| **Email** | haru.p260@gmail.com |
| **Skype** | harika.pasagadugula |
| **Current Work Address** | Not working |
|  **Employment history** | Al Ahalia hospital mussafa worked as a Guest Relation Executive(GRE ) operator from 2017 to 2018 |
|  **Language**  | English, Telugu, Hindi |

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| **contact_detailQualifications** |

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| **Qualification Name** | **Institution Name****University / College Name** | **Date of completion** | **Type****(Degree / Diploma)** |
| M SC ( MEDICAL PHYSIOLOGY) | SRI VRNKATESWARA INSTITUTE OF MEDICAL SCIENCES | 2013 | Post graduate |
| BSc MICROBIOLOGY | SAMYUKTHA DEGREE COLLEGE | 2010 | Degree |

* **Skills and Abilities:**

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| I am highly energetic young professional, not afraid to take up new tasks, always eager to accept new challenge.Key Skills: Analytical ability,decision making, leadership, planning,presentation,problem solving, always willingness to learn new and difficult task. |

* **Computer Programs:**

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| **Details** |
| MS office (word, power point,excel) |

**Work experience:**

**Al ahalia hoapital musaffah abudhabi:**

* Worked as a GRE from 2017 to 2018
* Registration of patients, Answering phone calls and directing calls to appropriate departments (operating system),Scheduling appointments to patients, checking insurance eligibility.

**Qualification summary**

* Six months Training in ICD 9 & 10, CPT coding in T. Nagar, Chennai.
* Successfully completed Advance Certification in Medical Coding (for CPC exam preparation) in **Altalouk medical coding centre UAE**.
* Knowledgeable with regard to Medical Coding guidelines and coding techniques (ICD-9 and 10, CPT ).
* Worked as a physiology lecturer in GSL medical college, Rajamundry, India.
* Knowledge of Anatomy & Physiology, Advanced Medical Terminology.
* Very efficient in Microsoft Office Software including Word, Excel, and Powerpoint.
* Effective communication and interpersonal skills.

**Visa Details:**

 Given name : HARIKA

 Surname : PASAGADUGULA

 Visa Status : HUSBAND VISA

 Date of Issue : DEC 2022

 Date of Expiry : DEC 20**24**

 **Declaration**

I Harika, here by declare that all statements made above are true, complete and correct to the best of my knowledge.

DATE:

PLACE: ` (HARIKA)