

JEAN ROSE ANTONY

CERTIFIED MEDICAL CODER

AAPC Member ID: 01975647



☎ 052 9850688 /
056 2237960

✉ jeansera2015@gmail.com

📍 Ajman , U.A.E

OBJECTIVE

Seeking employment with reputed organization as a Medical Coder where my knowledge and skills in coding can be enhanced and utilized effectively.

SKILLS

- CPT®, ICD-10-CM, HCPCS
- Medical Terminology
- Anatomy
- Medical Billing
- Problem-Solving
- Computer Literacy
- Time Management
- Strong Communication

EXPERIENCE

SALES CO-ORDINATOR 2018-2021

ZLK Garments FZE, Ajman

- Making sales calls and handling enquiries from potential customers.
- Generating sales leads and takes appointments.
- Managing customer relationships.
- Preparing quotations, invoices etc.
- Making payment follow ups.

OFFICE ADMINISTRATOR 2012-2013

OSCAR Cultural Institute, Dubai

- Answering incoming calls, determine the purpose of callers and forward to appropriate person
- Take and relay messages, deal with queries from public and customers
- Ensure the knowledge of staff movements in and out of organization
- Co-ordinate with repair and maintenance of office equipment.
- Communicate with students and their payments.
- Maintain daily attendance of all staffs, Absence and Late comers update to Manager.

EDUCATION

**CERTIFIED PROFESSIONAL
CODER FROM AAPC** 2022

Cigma Medical Coding Academy,
India

- Secured score 93%

**MASTER IN COMPUTER
APPLICATION (MCA)** 2010

Rajagiri College of Social Sciences, India

- Graduated with an aggregate of 66.3%

**BACHELOR OF SCIENCE IN
PHYSICS (BSC) 2007**

Alphonsa College, Kerala, India

- Graduated with an aggregate of 74%

**SECONDARY EXAMINATION
A-LEVEL (EQUIVALENT) 2004**

St. Mary's Higher Secondary School, India

- Graduated with an aggregate of 65.83%

O-LEVEL (EQUIVALENT) 2002

St. Vincent English Medium High
School, India

- Graduated with an aggregate of 60.83%

PERSONAL DETAILS

Nationality : Indian

D.O.B : 15-10-1986

Languages: English, Malayalam

Passport Number : P4114386

Visa Status : Residence Visa

UAE Driving License : Automatic

- Solving students Complaints as soon possible in a polite and professional manner.
- In charge of Petty Cash ,Payment collection, Cheque deposit and Credit Card payment.

BUSINESS DEVELOPMENT EXECUTIVE

ING Vysya Bank Ltd, India

2011-2012

- Generated new business and maintain relationship with existing customers
- Resolved customer issues and complaints and thereby protecting interests of the firm
- To gather feedbacks from customer to ensure satisfaction
- Handled bank account formalities.
- Skillful in diagnosing, understanding & Handling Cash / Customers' needs or wants and resolving their issues with ease.
- Educate customer regarding company policy.
- To service and fulfill the requests of walk-in customers

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Jean Rose Antony