



MARJANA V

CONTACT

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Dubai, UAE

PERSONAL INFORMATION

Date of Birth 20/08/1999

Nationality Indian

Marital Status Married

Visa Status Visit Visa

EDUCATION

- B.B.A (Bachelors of Business Administration)
- Medical Coding
- Plus two

PERSONAL STRENGTH

- Communication
- Multitasking
- Problem solving
- Attention to detail
- Time management
- Adaptability
- Organization
- Appointment scheduling
- Team collaboration
- Data Entry
- Microsoft Office
- Phone etiquette
- Calendar management
- Organizational skills

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Intermediate)

PROFESSIONAL SUMMARY

To seek a challenging position in a dynamic environment that will offer the opportunity to grow with an organization and ultimately allow me to become a valuable asset that is able to contribute to the achievement of organizational goals and objectives

WORK EXPERIENCE

AVODHA EDU TECH PRIVATE LIMITED, INDIA

Medical coding (1 Month training)

- Anatomy and Medical Terminology:
- Coding Systems
- Coding Guidelines
- Coding Manuals and Resources
- Documentation Analysis
- Coding Software and Tools

National Radio Electronics, India

Receptionist (1 Year)

- Direct visitors to the appropriate person and office.
- Answer, screen and forward incoming phone calls.
- Greeting Visitors and Guests
- Answering and Routing Calls
- Maintaining the Reception Area
- Providing Information

CERTIFICATION

- MEDICAL CODING
AVODHA EDU TECH PRIVATE LIMITED

ADDITIONAL SKILLS

- Extensive knowledge of medical terminology, anatomy, and physiology
- Strong understanding of coding guidelines, including CMS and third-party payer policies
- Excellent attention to detail and ability to analyze complex medical documentation
- Strong problem-solving and critical thinking skills

DECLARATION

I HEREBY DECLARE THAT THE INFORMATION FURNISHED IN ABOVE AND ENCLOSURES REGARDING MY CANDIDATURE ARE ALL TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND GOOD BELIEF.

MARJANA V