



**MOHAMMAD
TANWEER ALAM, CPC
MEDICAL CODER
AAPC MEMBER ID-01983177**

 tanweeralam122@gmail.com

 +971 55 161 1069

ABOUT ME

Highly skilled and certified Medical Coder with strong attention to detail and ability to identify and resolve coding errors. Proficient in using coding software such as ICD-10 and CPT. Committed to staying current with industry regulations and guidelines to ensure compliance and maximize reimbursement.

RELEVANT SKILLS

- ◆ Knowledge in ICD-10 CM, CPT and HCPCS.
- ◆ Strong Knowledge in Medical Terminology, Anatomy, Physiology, Coding guidelines and Modifiers.
- ◆ Knowledge of relevant software system such as MS Office (Excel, Word).
- ◆ Strong interpersonal skills.
- ◆ Team player and great communicator.
- ◆ Time management.
- ◆ Communication.
- ◆ Multi-tasking.
- ◆ Attention to detail.
- ◆ Adaptability.

WORK EXPERIENCE

NMC Royal Hospital, Dubai Store Assistant

07th September 2023 to till date

- ◆ Receiving stocks from suppliers.
- ◆ Follow quality policy in supply
- ◆ Checking quantity, batch & expiry as per invoice.
- ◆ Arranging stocks in designated shelves.
- ◆ Preparing indent and delivering to departments in the hospital premises.
- ◆ Doing cycle count as per inventory.
- ◆ Report to store-in-charge for any discrepancy.
- ◆ Assist team to meet deadline.

NMC Specialty Hospital, Abu Dhabi HR Assistant

03rd August 2020 to 06th September 2023

- ◆ Prepares, update and maintain employee records.
- ◆ Audit employee records on weekly/monthly basis.
- ◆ Maintain confidentiality on records of the staff.
- ◆ Ensure all documents are filed appropriately.
- ◆ Report list of missing documents and inform the HR personnel on required basis.
- ◆ Follow up on missing documents and inform the HR personnel about review and expiry of employee documents, if any.
- ◆ Process documentation due diligence for transfers (In & Out).
- ◆ Ensure 100% compliance with the Employee Records Policy with no instances of non-compliance.
- ◆ Assist HR Personnel in performing the joining formalities and in organizing and conducting orientation program for the new joiners.

EDUCATION HISTORY



Bachelor of Science in Zoology

Institution: Magadh University

Bodh Gaya, Bihar, India.

Year of Graduation: 2001-2005



Certifications

- ◆ Certified Professional Coder from AAPC.
- ◆ Certificate of job training in Medical Coding (OP) at NMC Specialty Hospital, Abu Dhabi.



Achievements

- ◆ Promoted to Documentation Assistant in 2011.
- ◆ Awarded as “Checker of The Month” for first quarter 2020 in NMC Trading LLC, Dubai.

PERSONAL DETAILS

Address: Aero soft Building,
Dubai Investment Park-1, Dubai

Date of birth: 05th Jan 1985

Nationality: Indian

Marital Status: Married

Visa Status: **Golden Visa**

Languages known: English, Hindi,
Urdu & Bengali.

INTERESTS

- ◆ Interest in continuing education and professional development opportunities to enhance medical coding knowledge and skills.
- ◆ Reading and listening to success and motivational stories.

WORK EXPERIENCE

NMC Trading LLC, Dubai Documentation Assistant/ Store Assistant

09th March 2011 to 04th June 2020

- ◆ Checking stocks as per invoices.
- ◆ Handling GRV (Goods Return Voucher).
- ◆ Handled Sales Order.
- ◆ Documents handling.
- ◆ Quantity Check.
- ◆ Invoicing.
- ◆ Preparation of Credit notes,
- ◆ Sample notes (SIV's).
- ◆ Filing Proof of delivery (POD's).

Max New York Life Insurance, Kolkata Financial Advisor

March 2008 to February 2011

- ◆ Met with clients to discuss assets, expenses, and long-term and short-term investment goals to devise personalized financial plans.
- ◆ Created business plan and identified target customers by interacting on phone and in person, handling basic inquiries and providing quotes.
- ◆ Helped individuals and families build and execute wealth management strategies based on unique goals and objectives.
- ◆ Worked with clients to support understanding of rationale and details of financial strategies.

Citi Financial, Kolkata Sales Team Leader

December 2005 to February 2008

- Led sales team to exceed quarterly sales goals
- Reported sales data to upper management for review.

SELF DECLARATION

I hereby declare that the information provided in this resume is true and accurate to the best of my knowledge.

Place: Dubai

Date:

MOHAMMAD TANWEER ALAM