




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

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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