

## Manal Abdul Latheef

Mob :+971524565170

Email :manallatheef125@gmail.com



### CAREER OBJECTIVE

Intend to build a career with a leading corporate of high-tech environment with committed and dedicated people, which will help me explore myself fully and realize my potential. Willing to work as a key player in a challenging and creative environment.

### PROFESSIONAL QUALIFICATIONS

#### Certified Medical Coder (Member ID- 01837366)

Medical coding is the transformation of healthcare diagnosis, procedures, medical services, and equipment into universal medical alphanumeric codes. The diagnoses and procedure codes are taken from medical record documentation, such as transcription of physician's notes, laboratory and radiologic results, etc.

**Institute: American Academy of Professional Coders.**

### ACADEMIC QUALIFICATIONS

<b>Bachelor of Dental Surgery</b> (Due to personal reason)	Incomplete
University : Kerala University Of Health Sciences (KUHS)	
<b>Bachelor Of Business Administration</b>	2019
University : Norwich University	

### TECHNICAL STRENGTHS

- **Operating Systems** : MacOS, IOS, Android and Windows.
- **MS office** : MS Excel, MS word & MS PowerPoint.

### PERSONAL SKILLS

- Leadership Quality.
- Open to new people and ideas.
- Friendly, social and polite.
- Comprehensive problem-solving abilities.
- Excellent verbal and written communication skills.
- Excellent inter-personal skills and good team spirit.
- Willingness to learn, team facilitator.
- Flexible: can perform as an individual contributor as well as in a team.
- Hard working and result oriented.

### LANGUAGES KNOWN

- Speak (fluent): English, Hindi, Tamil and Malayalam.
- Read & Write: English, Hindi and Malayalam.

### PERSONAL DETAILS

VISA Status : Sponsored VISA  
Date of Birth : 7<sup>th</sup> October 1995  
Marital Status : Married  
Nationality : Indian  
Gender : Female

### DECLARATION

I hereby declare that the foregoing information are true and correct to the best of my knowledge and belief and that I have not concealed any information, which might affect my suitability for this job.

Place : United Arab Emirates

Date :

**Manal Abdul Latheef**