



MUHAMMAD SIJAS N

CERTIFIED MEDICAL CODER CUM ACCOUNTANT

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🌐 <https://www.linkedin.com/in/muhammad-sijas-n-95a512204>

PROFILE

Would like to work in a creative and challenging environment with more responsibilities where there is scope for upgrading my skills and knowledge and where i can take active part in the growth and achieving the vision and mission of the organization.

WORK EXPERIENCE

Accountant & Billing - Arafa Traders (Authorized Cement Dealer)

Kerala, India

Oct 2023 - Apr 2025

- Maintaining statutory books of accounts, journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.
- Warehouse & storage management.
- Coordinating and following up with banks and suppliers for all transactions.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Maintaining Purchase & Sales including Stock Register.

Executive Medical Coder - HGS Healthcare

Bangalore, India

Jun 2022 - Sep 2023

- Reviewed outpatient records and interpreted documentation to identify diagnoses and procedures.
- Reviewed, analyzed and managed coding of diagnostic and treatment procedures contained in outpatient medical records.
- Reviewed patient charts to better understand health histories, diagnoses and treatments.
- Verified signatures and Checked medical charts for accuracy & completion.
- Followed exact procedure for the resubmission.

Assistant Accountant - Noufal Associates

Kerala, India

Dec 2020 - Dec 2021

- Entering and checking daily reports of our clients.
- Control all creditor's ledger and their payments.
- GST, BRS and Payroll management.

EDUCATION

B.com CA - Gems Arts & Science College (Calicut University)

Kerala, India

2017 - 2020

Class 12th (Commerce) - MMPS

Kerala, India

2015-2017

Class 10th - PTMYHSS

Kerala, India

2015

DECLARATION

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

MUHAMMAD SIJAS N

DOB 16/02/1998
Nationality Indian
Marital Status Married
Passport No U 6760671
Visa Status Visit Visa

SOFTWARES

- MS Office- Word, Excel
- Tally ERP 9 & Prime
- Peachtree
- Quickbooks

SKILLS

- Medical Terminology
- ICD-10-CM, CPT & HCPCS Level II
- HIPAA Compliance
- Anatomy & Physiology
- Analytical skills
- Continual learning
- Time management
- Problem solving
- Communication
- Financial Accounting
- Book Keeping
- Data Entry

CERTIFICATION

- CPC - Certified Professional Coder
- Cardea Healthcare Solutions - Medical Coding Training
- Certification of TallyACE
- Financial Accounting
- Accounting & Islamic Banking Finance
- Accounting & Auditing

LANGUAGES

- English (Proficient)
- Hindi (Basics)
- Malayalam (Native)