

MUHAMMED SINAN

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Medical Coder & Finance Professional

PROFILE

A detail-oriented and analytically driven professional with dual expertise in **medical coding and financial management**. Proficient in **ICD-10-CM/CPT coding, Electronic Medical Records (EMR) systems, and healthcare compliance**, with hands-on experience in reviewing patient records and ensuring accurate claims processing. Adept in **financial bookkeeping, accounts payable & receivable, taxation, and SAP S/4 HANA** for finance and controlling. Equipped with a strong foundation in **business accounting, problem-solving, and data entry accuracy**. Known for **high attention to detail, effective communication**, and a commitment to delivering accurate, compliant, and efficient documentation across healthcare and finance domains.

SKILLS

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|---------------------------------|------------------------|-------------------------------|
| • Medical Coding | • Claims Processing | • Taxation |
| • Electronic Medical Records | • Regulatory Knowledge | • Accounts Payable/Receivable |
| • Health Information Management | • Financial Analysis | • SAP S/4HANA |
| • Risk Adjustment | • Book Keeping | • QuickBooks |

TECHNICAL SKILLS

MS Excel | MS Word | MS PowerPoint | Peachtree | Zoho Book | Quick Book

WORK EXPERIENCE

Associate Finance | CCG | Aug 2024 – Feb 2025

- Managed comprehensive financial operations, including meticulous bookkeeping and data entry, ensuring accuracy.
- Oversaw the preparation and filing of taxation documents, maintaining adherence to regulatory requirements and optimizing tax liabilities.
- Administered accounts payable and receivable processes, ensuring timely invoice processing, reconciliation, and vendor relationship management.
- Conducted detailed financial analysis & reporting, providing actionable insights and data-driven recommendations.

Junior Entry Medical Coder | Medcode Service | Jan 2024 – Jul 2024

- Conducted thorough medical record analysis to ensure accuracy, completeness, and compliance with healthcare documentation standards.
- Ensured strict adherence to federal regulations, HIPAA guidelines, and insurance requirements, maintaining data integrity and patient confidentiality.
- Utilized advanced coding software and Electronic Medical Records (EMR) systems to efficiently process, code, and manage patient records for billing and reporting.

CERTIFICATIONS

- **Certified Professional Coder (CPC MEMBER ID :-02168116)** | Cardea Healthcare Solutions | Dec 2023
- **Finance & Controlling in SAP S/4 HANA** | Institute for Business Accounting and Taxation | Mar 2025
- **Advanced Business Accounting and Taxation Plus** | Institute for Business Accounting and Taxation | Mar 2025
- **Data Entry (English, Arabic)** | G-Tec Computer Education | Oct 2024

PROJECTS

Project Title: AETNA MRA

Project Description: Conducted detailed analysis and medical coding of patient records to ensure comprehensive documentation of chronic health conditions. Focused on accurate identification and assignment of Hierarchical Condition Categories (HCCs) in compliance with Medicare Advantage guidelines. Supported risk adjustment processes by validating medical data that influences patient risk scores used by the Centers for Medicare & Medicaid Services.

EDUCATION

- **Bachelor in Computer Application** | Kottakkal Farook Arts and Science College, Calicut University | 2020 – 2023

LANGUAGES KNOWN

English, Malayalam