



# NAFEESATH RAMEEZA

MEDICAL CODER CPC

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Dubai, United Arab Emirates

## EDUCATION BACKGROUND

### MEDICAL CODING | 2023 | 92%

- American academy of professional coders
- Cardea healthcare solutions

AUGUST 2023

### BVOC MLT | 2022 | 7.87

- LINGAYAS UNIVERSITY
- APIS Institute of paramedical science ksd

2019-2022

### HIGHER SECONDARY 2018 91.8%

- CBSE BOARD
- SAADIYA English Medium School ksd

## PROFESSIONAL SKILLS

- CPT, ICD-10-CM and HCPCS LEVEL II Codes
- Medicare insurance Regulations
- Knowledge in anatomy and physiology

## CAREER OBJECTIVE

To achieve a challenging position of a medical coder in a professional organization through self improvement by excelling in all responsibilities with sincere hardwork, dedication and commitment. To work towards the development of organization and grow with it.

## WORK HISTORY

JAN 2023- JUNE 2023

KDC LAB | KASARAGOD, KERALA

### MEDICAL LAB TECHNOLOGIST

- Handled reception by successfully attending incoming and outgoing calls maintaining with customer satisfaction.
- Managed information including sign-in, patient records, orders and billing.
- Calibrated and ran control specimen prior to analysis and reported any deviation or malfunctions.
- Trained to align ISO Guidelines.
- Specialized in quality managements.
- performed venipuncture through use of instruments such as syringes and butterfly needles.
- Performed all biochemistry, hematology and hormonal assays.

JAN 2022- JUNE 2022

KIMS SUNRISE HOSPITAL | KASARAGOD, KERALA

### MEDICAL LAB TRAINEE

- Trained in biochemistry, hematology, microbiology.
- COVID 19 testing, RTPCR swab collection and packing.
- Maintained documentation in tests performed in laboratory.
- Followed SOP procedures and carried out sterilization of equipments.
- prepared samples of shipping and disposed off body fluids

## KEY SKILLS

- Team work
- Work ethic
- Excellent Communication
- Leadership
- Organization skills and interpersonal ability
- Time management and detail oriented
- Punctuality, hardwork and dedication
- Quick learning and analytic skills

- Medical terminology
- Awareness about medical coding guidelines
- Data entry and management

## COMPUTER PROFICIENCY

- MS WORD
- MS EXCEL
- MS POWERPOINT
- BASIC OPERATION
- GOOGLE DOCS
- INTERNET AND EMAIL

## LANGUAGE

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL
- ARABIC

## INTERESTS

- READING
- TRAVELLING
- CALLIGRAPHY

## REFERENCE

DR MUHAMMED SALEEM  
DNB UROLOGY  
MEDICAL DIRECTOR OF APIS  
KIDNEY STONE INSTITUTE  
+91-9745603528

## PERSONAL DETAILS

GENDER : FEMALE  
DATE OF BIRTH : 02/04/2000  
NATIONALITY : INDIAN  
MARITAL STATUS : SINGLE  
PERMANENT  
ADDRESS : THALANGARA WEST KASARAGOD,KERALA  
VISA STATUS : VISIT VISA EXPIRING ON JANUARY 2024

## DECLARATION

I hereby declare that the above furnished details are true to my knowledge and i bear the responsibility for the correctness of the above mentioned particulars.