



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.