NOORA AMEEN

☎ +971501580468

✉ nooraameen605@gmail.com

📍 Ajman , United Arab Emirates

SKILLS

• Excellent in CPT, ICD-10-CM, and HCPCS Level II codes
•Strong Anatomy and Physiology
•Medical Terminology
• Ability to learn new applications
• Knowledge of MS office
• Leadership
• Time Management
• Problem-Solving
• Decision Making
•Strong Communication

PERSONAL DETAILS

Date of Birth : 24/08/1998
Nationality   : Indian
Marital status : Single
Gender   :Female
Languages.   :English,Malayalam,
                    Tamil

Profile

Medical Coder
Medical Coder with good Knowledge of Anatomy, ICD -10- CM , CPT and HCPCS with decent academic achievement Seeking assignments as a Medical coder/Medical claim processor/ Medical Insurance Coordinator with reputed organizations in Medical and Insurance field.

EDUCATION

•Medical Coding-International Institute of Medical Coding
•Masters of Arts English Language and Literature-2021
Assumption Autonomous college chaganacherry
•Bachelor of Arts English Language and Literature-2019.
kristu jyoti college of Management and Technology

EXPERIENCE

Administrative Assistant / Customer service 2022-2023

Phoenix paper products, Kerala, India

RESPONSIBILITIES

• Dealt with routine enquiries at Administration and

referred more complex matters to appropriate members of staff.

• Partnered with management to implement processes and complete

special projects.

•Oversaw and trained clerical support staff to accomplish challenging

objectives

• Prepared professional business correspondence on behalf of senior staff an organisation.

• Organised master calendar of appointments operational targets and projects.

• Kept files organised and up-to-date for accurate record-keeping purposes.

• Took detailed minutes at meetings following instructions from senior team members.

CERTIFICATIONS

• Certificate for Computer Enhanced Communication Skill in English

• Diploma In Value Education

DECLARATION

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

NOORA AMEEN.