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**Curriculum Vitae.**

**Rajani Arun**

**Medical Coder**

**Phone No: +971557983453**

**Email:** **rajaniarn@gmail.com**

**Certification – CPC Qualified (01678759)**

 **American Academy of Professional Coders (AAPC)**

**Objective and Aspirations:**

 The desire to be a coder has always inspired me towards working for a highly and multicultural company which is sure to identify my capabilities and talents, utilizing them for achieving the constructive goals set forth by it.

**Professional Qualification:**

* Certified Professional Coder Exam passed in December 2018
* BSC Nursing [Indian College of Nursing, Bellary,Karnataka , India 2003 – 2007]

**Education Qualification:**

* S.S.L.C. [March 2001] from H.S For Girls, Kadampanad,Kerala, India
* Plus two [March 2003] from V.G.S.S.A.H.S.S Nediyavila, Kerala , India

**Professional Experience:**

**Staff Nurse** : Sanker’s Hospital, Kollam, Kerala, India[ 2008 -2009]

: Lifeline Hospital ,Jebel Ali , Dubai [ 2012]

**Personal Details:**

Name : Rajani Arun

Husband’s Name : Arun Raj

Sex : Female

Date of Birth : 04/11/1985

Nationality : Indian

Marital Status : Married

 Visa Status : Husband Visa

**Passport Details:**

Passport No. : H 3219925

Date of Issue : 26/02/2009

Place of Issue : Trivandrum

Date of Expiry : 25/02/2019

**Skills:**

 Language : English, Malayalam, Hindi

 Computer Knowledge : MS Office

**Personal Attributes:**

* Workaholic
* Punctual
* Customer Centric
* Social and Friendly
* Leadership
* Cooperative
* Quick Learner
* Flexibility to adapt any situation
* Innovative

**Job Profile:**

* Comprehensive knowledge of coding techniques and guidelines of medical coding
* Good at oral and written communication, inter-personal and organization skill
* Strong knowledge on anatomy and physiology, advanced Medical terminology
* Expert use of ICD 10cm, CPT – 2018 for coding

**Declaration:**

I hereby declare that the statement made in the above applications are true and correct to best of my knowledge.

Date:

Place: Rajani Arun