

RINZY M



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Visiting Visa -Expiry
18-Apr-2022

Contact Number:

Mobile : +971-507501475

Personal Data:

Date of Birth : 17/09/1997
Sex : Female
Nationality : Indian
Passport No : S5017243

Languages Known:

English
Hindi
Malayalam
Tamil

CAREER OBJECTIVE

To associate with an organization that gives me a chance to prove my knowledge and efficiency and enhance my skills in the field of the technology and be a part of the team that excels in work towards the growth of the organization.

ACADEMIC CHRONICLE

Course	Specialization	College/ University	Year of Passing
Medical Coding	AAPC Certified	Arown Academy, Cochin	2020
UG Degree	B.A Economics	Calicut University, Kerala, India	2018
Higher Secondary	Commerce	Kerala board	2015

OTHER COURSES

- **Certified AAPC Medical Coder from 2020.**
- **CAT (Certified Accounting Technique) Pass out in 2015**

SKILLS

- Experienced and innovative with high analytical skills, perseverance, and commitment.
- Dedicated and competent in the areas of organizational roles and responsibilities.
- Dependable and reliable in supporting and enabling team work to produce quality long-termsustainable development.
- Confident and persuasive team-builder, possessing leadership qualities to motivate andcommunicate to achieve organizational goals.

SOFTWARE SKILLS

- AUTOCAD
- MICROSOFT OFFICE

MOTIVATIONAL PROFILE

- Achievement oriented
- Ability to use own initiative
- Ability to perform effectively when there are pressure peaks
- Self-motivated and punctual
- Able to learn new tasks quickly
- Effectively communicate with all classes of public

INTEREST & ACTIVITIES

- Medical Coding
- Reading Books
- Travelling

DECLARATION

I hereby declare that the information provided above is authentic and true to my knowledge

Dubai

Rinzy Mujeeb