



# RESHMA RAMESH

CERTIFIED PROFESSIONAL CODER(CPC) A

Building B8, Room No.204, Sheikh Hamdan Colony, Al Karama, Dubai,UAE

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## SKILLS

ICD 10 CM CODING

CPT CODING

HCPCS LEVEL II CODING

DECISION MAKING SKILLS

MULTITASKING

TIME MANAGEMENT SKILLS

TEAM PLAYER

PROFICIENT IN MS OFFICE, SPSS

## PERSONAL DETAILS

Date of birth

04/09/1992

Nationality

Indian

Visa status

Husband Visa

Marital status

Married

## PASSPORT DETAILS

Passport Number- T9595598

Notice Period - Immediate Join

## ABOUT ME

Certified Professional Coder with in depth knowledge of ICD 10 CM, CPT and HCPCS Level II coding procedures, good understanding of Medical terminology and Anatomy.Excellent data entry skills allows for accurate coding of medical information.

## PROFESSIONAL CERTIFICATION

American Academy Of Professional Coders



CPC A

Certified Professional Coder(CPC)- A

AAPC MEMBERSHIP ID:01779053

## WORK EXPERIENCE

ANGLO INTELLIGENTSIA

Kerala, India

Oct 2018 - Nov 2019

HR Cum Office Administrator

- Involvement in Payroll, assists in planning and arranging training events.
- Manage phone calls and correspondence and schedule appointments.
- Drafts, formats and prints relevant documents.
- Managing Office activities
- Create and update records and scheduling workshops
- Follow ups regarding the course and admissions

CENTUM WORKSKILLS, INDIA

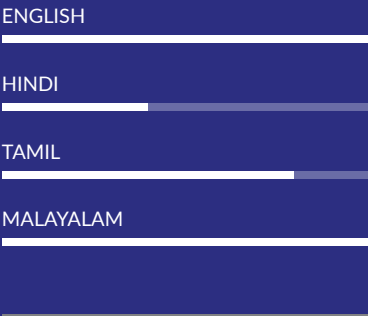
Kerala, India

Nov 2017 - Sep 2018

HR Cum Skill Instructor

- Coordinated with the various teams and departments for the success of the project.
- Mobilizing the candidates those who are eligible for the project and training and motivating them to achieve a suitable job.
- Managed the leave and attendance system
- Recording and maintaining the bank statements of the candidates.
- Documentation of candidates details.
- Planning and Scheduling industrial visits for the candidates.
- Resolving grievances or queries that any of the candidates have.
- Follow up with candidates who had joined for the job.

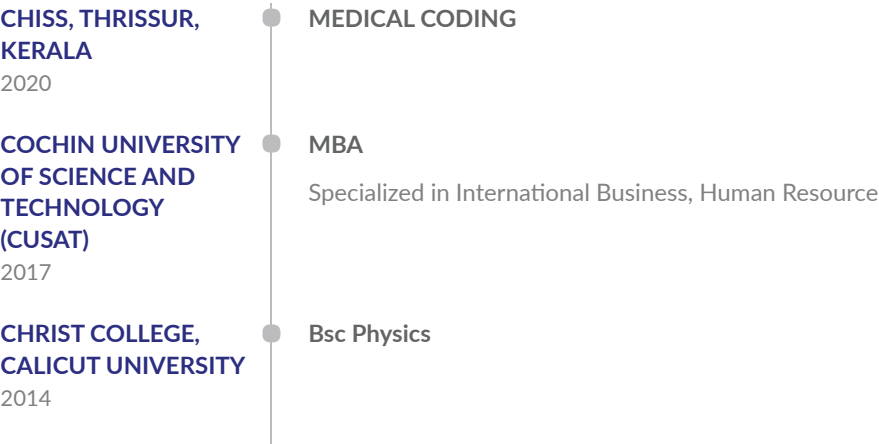
LANGUAGES



REFERENCE

Available upon request

EDUCATION



INTERNSHIP AND PROJECT DONE

