

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

RESHMA RAMESH

CERTIFIED PROFESSIONAL CODER(CPC) A

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+971 559526219

✓ reshmaramesh.c@gmail.com

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

ENGLISH

HINDI

TAMIL

MALAYALAM

REFERENCE

Available upon request

EDUCATION

CHISS, THRISSUR, KERALA

2020

OF SCIENCE AND TECHNOLOGY (CUSAT)

2017

CHRIST COLLEGE, CALICUT UNIVERSITY

2014

MEDICAL CODING

MBA

Specialized in International Business, Human Resource

Bsc Physics

INTERNSHIP AND PROJECT DONE

INFOPARK, KOCHI

Independent Research Study

Impact of employee empowerment on Organizational commitment and organizational citizenship behaviour among employees of IT- ITES companies.

OUSHADHI, THE PHARMACEUTICAL CORPORATION KERALA LTD, INDIA

SUMMER INTERNSHIP

- O Organizational Familiarization
- O Study on Job satisfaction and employee turnover