



# Mini Praveen

An enthusiastic, self-motivated, reliable, responsible and hard working carrier oriented professional capable of working under pressure adhering to strict deadlines. Adaptable to work well both in a team environment as well as using own initiative.

## Contact

### Phone

+971558065851

### Email

meenugovindan@gmail.com

### Address

Sharjah, UAE

## Education

2023

### Medical Coding-CPC

The Way Training Institute  
Al Ain, UAE

2004

M App Sc. Medical Biochemistry  
School Of Medical Education  
Kerala, India

2001

### BSc. Zoology

Sacred Hearts College  
Kerala, India

## Expertise

- Communication Skills
- Ability to multitask
- Office skills

## Language

English

Hindi

Malayalam

## Experience

### 2023 July-Present

Pioneer Med I Dubai, UAE.

### Medical Billing & Coding Intern

- Receiving and reviewing patient charts for verification and accuracy.
- Making sure codes are assigned correctly and sequenced appropriately.
- Verifying eligibility and benefits and obtaining pre-authorizations through respective portals (eClaim link/Riyati/DHPO).
- Submission of insurance claims and performing follow-ups on unremitted claims within the time frame.

### 2015 - 2021

Goodwill Quality Consultants I Dubai, UAE.

### Training Coordinator

- Coordinating In- house and outdoor Food safety training
- Admin
- Sales (Telemarketing)
- PHS Level 1 & Level 2 Trainer

### 2005 - 2008

Medical Trust Hospital I Kerala, India

### Medical Biochemist

- Carrying out tests on blood and other bodily fluids
- Researching the causes of disease
- Exploring new methods of treatment

### 2004 - 2005

Medivision Scan & Diagnostic Research Centre I Kerala, India

### Junior Biochemist

- Profile involved assisting the Lab in charge for performing the day to day laboratory activities.

## Professional Certifications

- AAPC Certified Professional Coder (ID-02106161)
- Certified Systems Auditor/Lead Auditor for ISO 9001:2008-Quality Management (SGS UK-2015)