**RESUME**

**S. Sheik khader**

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**OBJECTIVE**

Looking forward to an organization that offers a challenging job, stimulating learning environment and provide scope for individual career growth while achieving an organizational goal, where I can maximize skills, quality assurance and training experience.

**Job Description:**

* Outpatient coding by using icd-10-cm codes, CPT codes.
* Will maintain more than 98 percent of accuracy and with 100 percent productivity.
* Well know about all portal to get approval
* Call with insurance team to clear queries
* Wide experience in developing various excel and pivot tables
* Proficient with all MS office applications
* Ability to maintain accuracy of all excel spreadsheets
* Ability to complete projects within required timeframe
* Ability to maintain knowledge of various security types
* Ability to coordinate with installers

**Skills and Abilities:**

* Quick learner.
* Skilled motivator and an effective team player.
* Open to new ideas and enjoy learning new concepts.
* Strong problem-solving skills.
* Strong ability to play as both individual and as team.
* Strict attention to detail with ability to use independent judgment and work with minimum supervision.

**EDUCATIONAL QUALIFICATION**

* M.C.A Master of Computer Application, Anna University (2010-2013)
* B.C.A Bachelor of Computer Application, Madras University (2007 – 2010)
* D.C.A. Diploma in Computer Applications

**WORK EXPERINCE**

* Working as Front Desk Reception in Dr.Nanda Gopal Hospital in Panruti, Tamil Nadu from ( June 2013- July 2014)
* Working as INSURANCE COORDINATORin AL QUOS MEDICAL CENTER IN DUBAI (October 2014 – Apirl 2016)
* Works as an **ASSISTANT** INSURANCE COORDINATORin **Thumbay Groups of Clinics** in SHARJAH , UAE from Aug 2016 to till date

**Job Responsibilities:**

* Four years of Healthcare Domain experience with Payers and Providers in reputed MNCs.
* In-depth knowledge of medical terminology, pharmacology, anatomy and physiology.
* Sound knowledge of Healthcare Revenue Cycle Management.
* Strong background in ICD 10 CM/CPT/HCPCS coding by maintaining knowledge of appropriate coding procedures to ensure correct coding of medical records and processing of claims.
* High personal integrity and able to relate to and create trust in all.
* Staying current with clinical coding knowledge through publications, seminars, workshops, continuing education programs and other changes in the insurance industry.

**PERSONAL DETAILS**

Name : A.Sheik khader

Father's name : N.Ali Abbas

Date of birth : 09 December 1988

Marital status : Married

Religion : Muslim

Nationality : Indian

**LANGUAGES KNOWN** : English, Hindi, Urdu, and Tamil & Malayalam.

**PASSPORT DETAILS**

Passport no : L9861190

Place of issue : Chennai

Date of issue : 30/06/2014

Date of expiry : 29/06/2024

Visa Status : UAE Employment

Driving License : UAE VALID

**SOFTWARE SKILLS**

Operating system : Windows 95, 98, ME/2000 & XP.

Packages : MS office, HTML, XML, ASP

**OTHER SKILLS** : Having valid UAE driving license.

**DECLARATION**

I hereby declare that the above written particulars are true to best of my knowledge and belief.

Place : Dubai

Date : A.SHEIK KHADER