

Stenymol Antony

| stenymolantony@gmail.com | 0551341549 |
Building No: 743, Flat No: 104, Muwaileh, Sharjah, UAE

CERTIFIED PROFESSIONAL CODER

Member ID: 01848671

CAREER OBJECTIVE

Certified professional coder, seeking a medical coding position in the health care administration field. I provide dedication, commitment, loyalty and perseverance to any company that I work for. To grow within a company that supports continuing education to further my career as a coder.

CERTIFICATIONS

- AAPC Certified Professional Coder

KEY SKILLS

<i>ICD -10-CM Guideline</i>	<i>Office Support</i>	<i>Web Designing</i>
<i>CPT Coding Guideline</i>	<i>General Administration</i>	<i>.Net Programming</i>
<i>HCPCS Coding Guideline</i>	<i>Microsoft Excel</i>	<i>Microsoft SQL</i>
<i>Medical Terminology</i>	<i>Microsoft Word</i>	<i>C# Programming</i>
<i>Anatomy/Physiology</i>	<i>Microsoft PowerPoint</i>	<i>C Programming</i>

WORK EXPERIENCE

- Aug 2018 – Still Working **MANARAT AL SAJAA AUTO ELECT REP, Sharjah, UAE**
Admin Executive
- Prepare invoices for products and/or services.
 - Generate accounts payable reports, so timely payments can be made to vendors.
 - Prepare and send quotations to customers.
 - Issue monthly statements, keep customers files updated with current invoices, bills and contact information.
 - Created daily invoice report, generated credit report and maintained invoice files.
 - Check invoices for discrepancies in price, quantity and items.
- Jun 2017 – Jul 2018 **KELTRON KNOWLEDGE CENTRE ,Pala, Kerala**
.Net Trainer
- Develop academic Projects of students.
 - Provide training in ASP.Net with C#, ASP.Net MVC,SQL Server.
 - Provide training in HTML, CSS AND JavaScript.

EDUCATION

2020	Certificate Program in Medical Coding and Billing CIGMA Medical Coding Academy, Kochi , Kerala
2012 -2016	Mangalam College of Engineering, Ettumanoor, Kottayam, Kerala B.Tech (Electronics and Communication Engineering)
2012	St. John Nephumsian's Higher Secondary School, Kozhuvanal, Kerala 12 th (Biology Science)
2010	St. Joseph`s Girls High School, Mutholy, Kerala SSLC

ADDITIONAL INFORMATION

Nationality: Indian
Date of Birth: 21st July 1994
Passport No: P6427898

REFERENCE

- Mr. Muraleedharan
Technical Manager, Manarat Al Sajaa Auto Elect Rep, Sharjah, UAE
Mobile: 050 9873645, Email: muralimanasarat@gmail.com
- Mrs. Sreekala .B
HOC, Keltron Knowledge Centre, Pala, Kerala
Mobile: +91 9447780237, Email: sreekalabhaskar@gmail.com

DECLARATION

I hereby declare that all the particulars given above are true to the best of my knowledge and understanding.

Place: Sharjah

Stenymol Antony