

COVER LETTER

Sir/ Madam,

I would like to place my career as a Medical Coder in your esteemed organization. Accordingly, I hereby attach my CV for your kind perusal.

You will find from my resume that my educational qualifications meet the standards and requirement of your organization. I have strong belief that during the course of my studies and from my job experience, I have attained qualities of accuracy, adaptability, dependability, efficiency and attentiveness that, given an opportunity, would allow me to excel in the assigned task and prove my mettle. I'd love to bring this same level of efficiency and professionalism to the position of Medical Coder with your facility.

I can't add any medical experience to this CV, but I hope that you will consider my **CPC exam result (83%)** for this position. I am confident that I am an ideal candidate to be your next Medical Coder

I would like to thank you for taking time from your busy schedule to go through my monograph. I eagerly look forward to hearing from you.



+971-543898722, or anjuakhil274@gmail.com.

Yours faithfully
Anju Krishnan Akhil



Anju Krishnan Akhil

CERTIFIED MEDICAL CODER (CPC A – 83%)

OBJECTIVE

To work with an organization where I will be able to help in the work of the organization and to increase profitability with my skill and intern get an opportunity to gain exposure and expertise that will help me to build strong and successful career.

EDUCATION

- ❖ CPC–A
- ❖ 3 YEAR GRADUATE DIPLOMA – COMPUTER ENGINEERING

SKILLS

- Comprehensive problem solving abilities
- Excellent verbal and written communication skills
- Willingness to learn
- Good Computer Skill (MS Office)
- Team facilitator
- Hard worker and ability to adapt with the new set of people.

PROFESSIONAL SUMMARY

Certified professional coder and member of AAPC in Medical Coding. Accurate and detail – oriented with knowledge of coding in ICD-10 , CPT & HCPCS. Extensive experience in Computer, Accounts, Coordination, Administration, Reception & BPO.

WORK EXPERIENCE

1. **VAT Accountant – Freelancer (2020-at present)**
2. **VAT Accountant cum Admin** at Jazeerath Al Khaleej Typing & Documents Copying, **Sharjah (2018-2020)**
3. **Sales Co-Ordinator** at Standard Steel Fabrication, **Dubai(2016 - 2017)**
4. **Data Entry Operator cum Co - Ordinator** at Vanguard Force Ltd, **Trivandrum-India (2014 - 2016)**
5. **Team Leader** at Hinduja Global Solution Ltd, **Chennai-India(2013 - 2014)**

PERSONAL DETAILS

Sex :Female
Marital Status :Married
Nationality : Indian
Hobbies :Learning
DOB : 13.09.1992
Passport No : P0621686
Visa : Husband's Visa
Residence : Muweilah,Sharjah
Languages-Known :Malayalam, English,Tamil and Hindi.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

(Anju Krishnan Akhil)

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054-3898722



054-4409008



