

RESUME

Divya unnithan

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CAREER OBJECTIVE

Looking for a professional medical coder position in a health care facility to help ensure the proper recording of patients medical conditions with correct and precise coding.

SKILLS

Proficient knowledge of medical terminology, ICD 10 ,CPTcoding and HCPCS.

Ability to read, analyze and interpret medical records.

Knowledge and ability to use computer systems and other office equipments.

Strong medical skills and knowledge.

Strong attention to detail.

EXPERIENCE

Oct-2013 - Feb-2016

Staff nurse

Prince aly khan hospital

Roles and Responsibilities:

Handling medical-surgical/critical care,emergency rooms,cardiac care and out-patient environments.

Assess patients,orienting them to ward,completing the initial assessment and prioritize the care.

Following instructions of physicians as per the given protocols.

Provide information and support to patients and relatives regarding condition, prognosis and treatment program.

EDUCATION

Degree/Course	Institute/College	University/Board	Year of Passing
Cpc certification		AAPC (American Association for Professional Coders)	2019
Bsc nursing	Bombay hospital college of nursing	Maharashtra university of health sciences	2013
BLS certified			2016
10+2	Vidyaniketan jr college,Mumbai.	Maharashtra state board of higher secondary education,pune	2009
SSC	Adarsha vidyalaya,Mumbai	Maharashtra state board	2007

STRENGTHS

Excellent in communication skills in written and verbal both.

Good customer service and problem solving.

Calm and professional.

Ability to work in pressure situations.

Being comfortable with teamwork.

HOBBIES

Painting, cooking ,music and gardening.

PERSONAL DETAILS

Address	29/453,Kamraj nagar, Rajawadi P.O, Ghatkopar east, Mumbai, Maharashtra, 400077
Passport detail	P1211041
Date of Birth	19/12/1990
Gender	Female
Nationality	Indian
Marital Status	Married
Languages Known	English,Hindi,malayalam,marathi & tamil

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

Yours sincerely,

Place:Mumbai
Date:



Divya unnithan