

ATHIRA K R

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OBJECTIVE

To pursue a career in an organization that gives me exposure to contemporary technologies and challenging tasks, while at the same time an opportunity for me to strive towards the progress and development of the organization.

EDUCATION

- **Transorze solutions, kerala.**

2022

Medical coding

88%

- **The cochin college**

2018

Master of Commerce

75%

- **St. Albert's college**

2016

Bachelor of Commerce

90%

- **GGHSS South, ernakulam**

2013

Higher secondary

96%

- **VHSS Panangad, ernakulam**

2011

SSLC

99%

EXPERIENCE

- **The cochin corporation, ernakulam**

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Data entry operator

1. Collecting the details of various divisions. 2. Analysing and classifying the collected data. 3. Divide it into various segments and store in excel. 4. Make calculations on tax deduction. 5. Worked at a duration of 6 months.

- **The social Audit unit, kerala.**

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Village resource person

1. Worked at elankunnapuzha panchayat as a social auditor for 2 years on contract basis. 2. Collecting data from files and proper records. 3. Analysing it and record it in different applications. 4. Based on the data prepare weekly and monthly reports. 5. Send the final reports to concerned authorities and conducting committees and public meetings.

LANGUAGE

- Malayalam, English, Hindi

INTERESTS

- Photography, pets, gardening, travel.

PERSONAL TRAITS

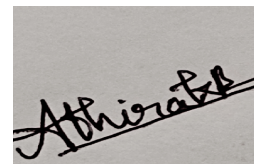
- - Good qualitative aptitude along with grasping power and eagerness to learn.
 - Critical thinking
 - Acquainted with computers and can work on MS word, excel, emails and internet.
 - Time management and organizing ability.
 - Friendly and co-operative.
 - Carry a typing speed of 35 WPM.

SPECIAL KNOWLEDGE

- - Knowledge regarding procedures of common coding.
 - Profound knowledge regarding anatomy and physiology.
 - Possess skills with regards to allotting codes and achieving the information while describing the analysis documented.
 - Knowledge of ICD - 10 CM.
 - CPT and coding guidelines.
 - Special knowledge of HCPCS level 1,2, medical terminologies, modifiers.
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DECLARATION

- I hereby declare that all the above mentioned details are true and correct in my knowledge and belief.

A square box containing a handwritten signature in black ink. The signature is written in a cursive style and appears to read 'Athira K R'.

ATHIRA K R