



# ALTHAF SHAH

**Address :** Edacheril(H) kulayattikkara p o ,Ernakulam

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**Phone :** +91 6238149300 , 8547352723

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## EDUCATION

### Medical Coding

Completed a certification program in Medical Coding from Cigma Medical Coding Academy, Ernakulam approved by AAPC in 2021.

### Bachelor of Science

Completed Bachelor of Science specialized in Biotechnology in 2020, under graduate degree program of MG University, Kottayam from Indira Gandhi College Arts & Science.

### Higher Secondary

Passed Higher Secondary Examination in 2015 conducted by Board of Higher Secondary Examination from Hail Mary EMRHSS, Perumpilly.

### Secondary

Passed Secondary Examination in 2013 conducted by CBSE Board from KMJ Public School, Kanjiramattom.

## CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. Excellent data entry skills allow for accurate coding of medical information and provided care.

## LANGUAGES

Can speak, read, and write English and Malayalam fluently.

Intermediate language skills with Tamil and Hindi.

## CONTACT

PHONE: +91-6238149300 (IND)

+91-8547352723(IND)

E-mail: [althafshah5@gmail.com](mailto:althafshah5@gmail.com)

## SKILLS

COMMUNICATION



PRESENTATION



PUNCTUALITY



LEADERSHIP



CREATIVITY



TEAM PLAYER



## **SUNRISE HOSPITAL KAKKANAD, KERALA, INDIA**

### ***BILLING EXECUTIVE***

- Preparing Invoicing
- Maintaining a high level of accuracy
- Reviewing the invoices and bills
- Maintaining online billing system
- Maintaining customer's database
- Rechecking account entries
- Maintaining monthly completion of billing and other activities

## **PMM HOSPITAL - KERALA, INDIA**

### ***MEDICAL CODER***

- Conversion of medical records into digital records via Insta practo Software.
- Conversion of diseases into ICD 10 codes.
- Assign and sequence the correct ICD-10 CM and CPT code accurately and completely.
- Assisted Managing Director in designing hospital infrastructure.
- Managed all the staffs by training them to use the software.
- Handled the hospitals website and all other digital platforms.
- Keeping accurate records of all patients and identifying the areas of concern.
- Obtained medical information from physicians and hospitals when required to validate correct coding
- Ensured all medical records filing is up to date
- Coordinated with respective service engineers to fix the issues related to the hospital equipment's.
- Helping hospital administration for improving their services.
- Helping front office team in handling the registration process of patients.

## **ELITE FOODS PVT LTD, SOUTH KALAMASSERY, KERALA, INDIA**

### ***QUALITY CONTROLLER***

- Worked as Quality Controller in the laboratory department

## PERSONAL PROFILE

Date of birth : 17-01-1997  
Age : 25  
Sex : Male  
Passport Details : Number – V6583710  
Place of Issue : Cochin, India  
Date of Expiry : 19/01/2032

## DECLARATION

I do hereby declare that all the statements made in the above are correct and true to the best of my knowledge and belief.

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Kerala, India