

### Date of birth

17-09-1992

### Phone

+91-8289881128

### Email

gilsygeorge@gmail.com

### Address

Ernakulam Dist - 686670

## PROFILE

Hardworking and fully certified Medical Coding Specialist has a full understanding of ICD-9-CM and CPT coding procedures. Excellent data entry skills allows for accurate coding of medical information and provided care. Certification as a Medical Coding Specialist.

## CORE COMPETENCIES

- Extensive knowledge of medical terminology across a broad range of medical practice areas
- Excellent data entry skills
- Good multitasking abilities
- Strong understanding of ICD-9-CM and CPT requirements and procedures
- Good interpersonal skills and the ability to function as a team member

## SKILLS

Attention to Detail



Negotiating, Presentation Skills



Organizational Awareness



MS Office, Windows, Adobe Photoshop



Language Proficiency : English, Malayalam, Tamil



## WORK EXPERIENCE

### BUSINESS DEVELOPMENT MANAGER

Mar 2020 - Present

#### HDFC Life Perumbavoor :

- Developing a business development strategy focused on financial gain
- Build a long term relationship with existing customer
- Arranging business development meetings with prospective clients
- Develop entry level staff into effective sales person

### ASSISTANT ADMINISTRATIVE OFFICER

Jan 2016 - Feb 2017

#### Antonal Technologies :

- Handling office tasks, such as filing, generating reports and presentation
- Maintain professional communication via phone, e-mail, and mail
- Anticipate the needs of other in order to ensure their seamless and positive experience
- Using computers to generate reports ,transcribe minutes from meeting, create presentations and conduct research.

### QUALITY CHECKER

Jul 2015 - Dec 2015

#### KINFA Apparel Trivandrum :

- Approve or reject raw materials with respect to quality standards and record supplier performance
- Select output samples and check them using appropriate methods (measuring dimensions, testing functionality, comparing to specifications etc.)
- Use automated systems to perform complex testing procedures
- Maintain records of testing, information and various metrics such as number of defective products per day etc.
- Inspect procedures of the entire production cycle to ensure they are efficient and comply with safety standards

### FLOOR IN CHARGE

Jun 2013 - Jun 2014

#### Kalyan Group :

- Supervise staff.
- Train staff to perform allocated roles.
- Manage inventory.
- Assist customers with any queries or requests.
- Administer pay slips to staff.

## ACADEMIC QUALIFICATIONS

### MEDICAL CODING

2021

Transorze Solution

### BA SOCIOLOGY

2018 - 2020

Ravindranath Tagore Open University

### HIGHER SECONDARY

2017 - 2018

NIOS Ernakulam

### DIPLOMA IN COMPUTER AIDED FASHION

2012 - 2013

SMS Designing College

### SSLC

2009

Vimala Maths HSS