

# Anupa parvathi



## Contact

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## Languages

English  
Malayalam

## Summary

To work in an environment which offers a good opportunity to share my knowledge and skill with others and participate myself and work towards for a complete satisfaction of the firm. Accomplished administrative professional with more than two years of progressive responsibilities and experience. I am passionate about accurate and compliant medical coding. I always work efficiently to keep up with standards or productivity and accuracy. I have been certified medical coder since 2023.

## Skill Highlights

- Time Management
- Strong decision maker
- Documentation
- Customer satisfaction
- Work ethics

## Experience

**Visa Processing Executive, 11/2017 - 02/2021**

Fair Future Overseas Educational Consultancy, Kochi, Kerala, India

- Strong ability to review and process visa applications
- Excellent ability to prioritize.
- Comprehensive communications abilities
- Coordinating administrative processes.

## Education

**Bachelor of Commerce with Computer application, June 2012 – April 2015**

Mahatma Gandhi University - Kottayam, India

**High school diploma, 03/2012**

Lobelia Higher Secondary School, Kerala, India.

**SSLC, AII, 03/2010**

Lobelia Higher Secondary School, Kerala, India.

## Professional Certification

2023 Certified Professional Coder (CPC)