

RESUME



MOHSINA SHAIK

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AAPC CERTIFIED MEDICAL CODER (Member ID: 02117475)

CAREER OBJECTIVE

To obtain a challenging position in a career oriented company that will permit the use of my skills and knowledge to maximize company potential while developing additional knowledge abilities and assist in efficient productive company operations.

WORK EXPERIENCE

1. HR Exececutive

Le Minreva- **Duration:** 1st September 2016 to 30th July 2019

Roles & Responsibilities

- Recruitment & selection.
- Conducted background checks on candidates by obtaining information from law enforcement officials , previous employers and references
- Coordinated and conducted new hire pre-interviews
- Gathered personnel records from all employees from each departments
- Captured key feedback from employees during exit interviews
- Entered personnel and subcontractor data into a central database
- Sent notices to employees and subcontractors regarding expiring documents

2. OFFICE ADMINISTRATOR ORBIT COMPUTERS,ALAPPUZHA

Duration: 5th January 2015 to 12th February 2016

Roles & Responsibilities

- Assists office staff in maintaining files and databases.
- Prepares reports, presentations, memorandums, proposals and correspondence.
- Collect students' payment.
- Assigns jobs and duties to office staff as needed.
- Monitors office operations.
- Schedules appointments and meetings for executives and upper level staff.

3. WEB DESIGNER SyneITY Technosolutions (India) Pvt. Ltd,Cochin

Duration: 2nd August 2012 to 14th August 2014

Roles & Responsibilities

- creating website designs
- producing sample sites
- meeting with clients to discuss requirements and/or project progress
- demonstrating and receiving feedback about draft sites
- Keeping up to date with recent technological and software developments.
- developing skills and expertise in appropriate software/programming languages such as HTML and Javascript
- creating products that are user-friendly, effective and appealing
- digital retouching and image editing
- working as part of a multidisciplinary team

QUALIFICATION

2023

- AAPC Certified Medical Coder (Member ID: **02117475**)

2014-2016

- M.B.A- Human resources- Annamalai university

2008-2012

- B-TECH(computer science & engineering)-Matha college of Technology, Ernakulam

2006

- PLUS TWO- Lajanathul Muhammadiya Higher Secondary School,Alappuzha

2004

- SSLC –St.joseph’s Girls Higher Secondary School, Alappuzha

SOFTWARE SKILLS

- Word/PowerPoint/Excel

PERSONAL PROFILE

PERMANENT ADDRESS : Nizam Manzil,
Valiaparambu road,
Elamakkara

HUSBAND’S NAME : Ershad A.K
DATE OF BIRTH : 08-08-1988
SEX : Female
LANGUAGES KNOWN : English, Hindi, Malayalam, Urdu

DECLARATION

I hereby declare that all the information given above is true and to the best of my knowledge.

Place: Cochin

MOHSINA SHAIK

Date : 26-10-2023