



**FATHIMA
SHEREEFA**

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Shereefa Manzil, Nettoor Ernakulam, Kerala, India, 682040



OBJECTIVE

Aim to be an associate with a progressive organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be part of a team that dynamically works towards growth of organization and gains satisfaction thereof.



SKILLS

- Fast Typing.
- Knowledge in Anatomy.
- Data Entry.
- Good Communication.
- Team work and Collaboration.
- Decision making.



INTERESTS

- Listening music
- Travelling
- Reading



LANGUAGES

- English
- Malayalam
- Tamil



EXPERIENCE

Oct 2023 - present

**VPS LAKESHORE HOSPITAL,
Ernakulam**

Medical coding trainee

Making sure that codes are assigned correctly and sequenced appropriately as per government and insurance regulations
Complying with medical coding guidelines and policies
Receiving and reviewing patients' charts and documents for verification and accuracy
Following up and clarifying any information that is not clear to other staff members



EDUCATION

2024

Transorze solutions, kochi
Medical Transcription
84%

2023

Transorze solutions, kochi
Medical Coding (CPC -A) -
Member id : 02065468
90%

Jan 2023 -

IGNOU
BA Honors In ENGLISH (Pursuing)

2013

Hira public school,Ernakulam
High school education (cbse)
74%

2015

**Vaduthala jamaath higher
secondary school,Alappuzha,
kerala, India**
Plus two (commerce)
82.5%



ADDITIONAL INFORMATION

All the above mentioned information is true to my belief and knowledge. If given an opportunity in your organization, I would prove the best of my abilities.