



SHEESHMA AK

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Dubai , UAE

EDUCATION

- **Advanced Training in Office Administration - Skill Mount Education Training Center, July 2024**
- **BA Psychology Capital University, Jharkhand, 2020-2022**
- **Medical Coding - Arown Academy of Medical Coding, 2017**
- **Higher Secondary - Govt Higher Secondary School, Vellur, 2011**
- **SSLC-Govt Higher Secondary School, Vellur, 2009**

SKILLS

- Office Administration
- Document Management
- Time Management
- Microsoft Office (Word, Excel, PowerPoint)
- Communication and Interpersonal Skills
- Recruitment Support
- Problem-Solving
- Data Entry Accuracy
- Team Collaboration

DIGITAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Data Management Systems

LANGUAGES

- English
- Malayalam
- Hindi

PROFILE SUMMARY

Skilled professional with a certification in Office Administration and experience in managing administrative tasks and office operations. Proficient in office software and systems to enhance efficiency and streamline processes. Eager to leverage my skills in an administrative role to contribute to organizational success and improve overall operations. Aspiring to build a career in office administration by leveraging organizational, communication, and interpersonal skills

WORK EXPERIENCE

MEDICAL CODER (SEP 2020 - MAR 2021)

ADVANCED CARE GROUP SHARJAH

- Assigned accurate medical codes to diagnoses and procedures using ICD-10 and CPT systems.
- Reviewed medical records for completeness and compliance with coding guidelines.
- Collaborated with healthcare providers to clarify documentation and resolve coding discrepancies.
- Ensured compliance with regulations and best practices in medical coding.
- Assisted in the billing process by providing accurate codes for reimbursement.
- Maintained detailed records of coding activities and updates for audit purposes.

MEDICAL CODER (SEP 2019 - FEB 2020)

ALKHAIL MEDICAL CENTER ALQUOZ, DUBAI

- Conducted regular audits of coding accuracy to identify areas for improvement.
- Stayed current with changes in coding guidelines and healthcare regulations.
- Provided training and support to new staff on coding procedures and software.
- Utilized electronic health record (EHR) systems to streamline coding processes.
- Generated reports on coding statistics for management review.
- Communicated effectively with insurance companies to resolve billing issues.
- Collaborated with interdisciplinary teams to improve patient documentation practices

VISA DETAILS

- Visa Status : Spouse Visa