



SHANIS KONGANAMVEETIL SAKKIR

MEDICAL CODING AND BILLING

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging.

✉ shanisinha2@gmail.com

☎ +971553484968

📍 DUBAI, UAE

📅 13 June, 1996

WORK EXPERIENCE

Accountant and cashier

Shams Al Maleha Supermarket

05/2020 - Present

Achievements/Tasks

- Great customers when entering or leaving the store.
- Payment of bills and recording and accounting for receipts and maintenance of records of all transactions on excel spreadsheets.
- Depositing money and cheques in the bank regularly and maintain good relationship with bank staff. Pay and account for claims to staff.
- Collecting payments whether in cash or credit
- Counting, balancing and depositing revenue from daily cash bags.
- Managing transactions with customers using cash registers.

Sales Executive

Evolugen Fzc LLC. , Ajman, UAE.

11/2017 - 12/2019

Achievements/Tasks

- Building relationships with new customers and distributors.
- Maintaining good business relationships with existing clients.
- Liaising with suppliers and manufactures on a daily basis.
- Deal with customer feedback, enquires, complaints and refunds.
- Using negotiation and communication skill to sell new products in small retail outlets to maximize shelf space and increase market share.

Medical Laboratory Technician

Rajah Hospital, Kerala, India

04/2013 - 02/2015

Achievements/Tasks

- Receive, label and analyze samples.
- Design and execute laboratory testing according standard procedure, make observations and interpret findings.
- Conduct experiments under defined conditions to verify/reject various types of hypotheses using refined scientific methods.
- Organize and store all chemicals substances, fluids and compressed gases according to safety instructions
- Record all data and result in specified forms with accuracy and responsibility
- Ensure that all safety guidelines are followed strictly at all times and maintain.

EDUCATION

Medical Coding and Billing

American Academy of Professional Coders

02/2017 - 09/2017

B.sc Botany

University of Calicut, Kerala, India

06/2013 - 03/2016

SKILLS

INTERACTIVE AND COOPERATIVE

DEDICATED AND HARD WORKING

MASTER IN EXCEL

GOOD COMMUNICATION SKILL

MS WORD

CERTIFICATES

Medical Coding and Billing (American Academy of Professional Coders) (02/2017 - 09/2017)

B.sc Botany (University of Calicut, Kerala, India) (06/2013 - 03/2016)

Medical Laboratory Technology (Board of Kerala Government) (06/2011 - 03/2013)

MEDICAL CODING KNOWLEDGE

* Updated knowledge of current procedural terminology (CPT) and procedures

* Well verses with International Classification of Diseases (ICD-10-CM).

* Excellent knowledge in Evaluation and Management System (E&M)

* Strong knowledge in Health Care Procedural Coding System (HPCS)

* Well versed with coding guidelines, HAAD Adjudication rules.

* Knowledge in use of modifiers and surgery codes.

LANGUAGES

MALAYALAM

Native or Bilingual Proficiency

ENGLISH

Full Professional Proficiency

ARABIC

Full Professional Proficiency

HINDI

Full Professional Proficiency

INTERESTS

TRAVELLING

READING

POSITIVITY

BADMINTON

GAMING

PROFILE

Passport : M 0965953 (INDIA)

Drive license : UAE valid driving license