

## Career Objective

To establish a career in a great organization that offers a challenging opportunity for further development to broaden my knowledge and seek responsibilities within stimulating and challenging work for a progressive organization and enhance my working capabilities. Desire to work with an organization where I can always learn new things and also add value to the organization in terms of profit. My career objective is to grow up on the "ladder" with prestige, pride, and honesty, delivering the best of my capabilities for the organization's growth.

## Academic Qualifications

2021	<b>Medical Coding – ICD 10 -CM</b>
2017 - 2020	<b>Bachelor of Commerce – Finance</b> Calicut University – India
2015 – 2017	<b>Higher Secondary – Commerce</b> Kerala State Board of Secondary Education – India
2012 – 2015	<b>Secondary School</b> Kerala State Board of Secondary Education – India

## Professional Qualifications

- Tally ERP
- Certified Professional Coder (CPC) ICD 10 –CM Certification From the American Academy of Professional Coding (AAPC)  
Member ID: 01927012  
Year of passing: 2022  
Score : 72%

## Work Experience

- **Metromed International Cardiac Centre PVT LTD (Kerala - India )**  
Designation: Medical coder  
Duration: 27-12-2021 to 14-02-2022
- **Janapriya Medicals (Kerala - India )**  
Designation: Admin & sales Coordinator  
Job Duration: 16-11-2020 to 06-12-2021

**JASMIN A.V**

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Personal Data:

Date of Birth	: 31 <sup>th</sup> March 1999
Sex	: Female
Father's Name	: Mr. Bava A.V
Nationality	: Indian
Marital Status	: Married
Spouse Name	: Mr. Shameer

## Duties and Responsibilities

- Helping the sales team to improve their productivity by contacting customers to arrange appointments and ensuring all Sales Representatives have high-quality, up-to-date support material.
- Handling urgent calls, emails, and messages when sales representatives are unavailable, answering customer queries, informing them of delays, arranging delivery dates, and scheduling marketing events.
- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- Performs administrative duties, including answering phones, receiving and inputting prescription orders, operating cash registers, and restocking inventory
- Any other administrative duties assigned by the superiors.
- Coordinating the sales team
- Recode the details of patients systematically
- Find out the nearly expiring Products
- Handle the processing of all orders with accuracy and timeliness
- Maintain Internal Database and distribute incoming mails.
- Prepare regular Reports.

## Strengths

- Ability to clearly convey, persuade, and negotiate information and ideas to individuals and groups.
- Good in identifying and understanding issues, problems, and opportunities and taking appropriate action.
- Ability to develop ideas into plans of action and to coordinate proper course of action.
- Plan and monitor use of expenditures to meet organizational objectives and compliance.
- Team Builder and ability to set goals and achieve objectives.
- Good Analytic & Communication Skills, Caring and Understanding nature
- Ready to work in challenging environment, Adaptability to changing environments.
- Good grasping power and hard working
- Payroll making
- Timesheet Making

## Computer Software Skills

- Tally ERP
- Medi Ware ERP
- Microsoft Excel & Word

## Interest & Hobbies

- Digital marketing
- Baking cake
- Reading
- Listening music
- Socializing with friends

## Languages known

- English – (speak, write, read)
- Malayalam – (mother tongue, speak, write, read)
- Hindi – (speak, write, read)
- Arabic – (write, read)

## References

- Ms. Sherin Babu: MRD Officer Metro med International cardiac centre.  
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- Mr.Akshay : MRD Technician , Metro med International cardiac centre.  
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- Mr. Anas : General Manager – Janapriya Medicals  
Mail:janapriyachaliserry@gmail.com  
Mob:+917736322181

## Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Jasmin A.V