**CURRICULUM VITAE**

**MAHABOOBASHA.A**

 **Flat No# 06, Samakmk Restaurant Building, Al Ghubaiba, Sharjah, U.A.E**

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**Career Objective**

Looking for a Challenging career in Medical Coder, Lab Technician, Administrative role, etc,

**Career History**

**Clerk**

EmpostPostGroup November 2020 – March 2021

* Accepted stamped and sorted mail brought in by customers
* Assisted customers with delivery of packages such as notifying them of packages unable to be delivered and retrieving them at the Post Office
* Sorted incoming and outgoing mail
* Fill out reports of lost mail stolen packages or change of address
* Assist mail deliveries by loading mail into bags and crates and loading into trucks
* Oversee the sorting of mail to ensure no mistakes are made
* Registered, certified, and insured letters and parcels.
* Received letters and parcels, and place mail into bags.
* Completed forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail.
* Checked mail in order to ensure correct postage and that packages and letters are in proper condition for mailing.
* Weighed letters and parcels; compute mailing costs based on type, weight, and destination; and affix correct postage.

**Data Entry Operator**

INCEDO, Trichy June’ 2017 – Dec’2019

* Enter all type data
* Receiving verifying filling invoice.
* Preparing purchase order and sale orders and feed data.
* Accounts payable and account receivable data entry.
* Inventory management (carrying costs of inventory, inventory forecasting, inventory valuation, inventory visibility, future inventory price forecasting, and physical inventory).
* Preparing financial reports.
* Bank reconciliation statement.
* Assist the management team with budgeting and financial management.
* Administrative skills.
* Teamwork and motivation
* MS Office, Quick book, Tally and simply accounting.
* Strong experience with Internet usage Excel and Microsoft Word
* Excellent proficiency in alphanumeric and 10-key typing
* High skills in working independently and accurately
* Superior knowledge of Windows data field entry
* Exceptional skills in data review for inaccuracies and inconsistencies
* Outstanding skills in error message review and resolution

 **Medical Coder**

 Omega Health Care Management, Trichy Nov’2013 – May’ 2017

* Review physician documentation and code diagnoses and procedures using current ICD-10-CM and CPT-4 coding conventions to assure the specificity of diagnoses, procedures and modifiers assignments as appropriate for optimal reimbursement for hospital and/or professional charges
* Accurately code procedures and diagnosis according to specific policies and procedures
* Assist with denials related to coding issues as necessary
* Participate in Quality Management activities, as appropriate
* Provide client support as needed
* Perform related work as required and/or assigned. Maintain a 5% error ratio or below for Quality Assurance
* Ability to plan, organize and prioritize job duties under general supervision
* Maintain professional communication with payers and patients
* Perform or request adjustments and write offs as applicable
* Abide by HIPAA regulations
* Critical thinking regarding every aspect of claim submission
* Excellent customer service and customer relations skills
* Time management skills to meet client productivity goals

  **Lab In-charge**

 Gulson Medical, Trichy Jan’2008 – Feb’ 2011

* Collected blood and urine specimens from patients of all ages and conditions by use of venous or capillary collections.
* Responsible for transporting specimens from off-site collection areas to the appropriate section of the laboratory.
* In-depth knowledge of medical terminology and laboratory information systems.
* Logged specimens into laboratory specimen log book as required, received into computer with all correct data, and delivered to the appropriate areas of the lab for testing.
* Assisted other personnel as required in clerical and technical functions.
* Responding to inquiries and providing general information into computer database.
* Helped with the setup of experiments, as well as the cleanup of experiments.

 **Lab** **Chemist**

 Hudson Dairy, Salem February’ 2005 - Jan’ 2007

* Analysis of milk samples for various testing such as Chemical and Microbiological
* Chemical analysis such as fats, lactose, salt content etc.
* Educating the labors for a avoiding the contaminations and safe maintenance.
* Maintenance of the chilling plant
* Maintenance of records

**Academic Profile**

**M.Sc. in Applied Microbiology** Jamal Mohamed College, Bharathidasan University, Trichy

2001-2003 (First Class)

**B.Sc. in Microbiology** Muthayammal College, Periyar University, Salem

1998 - 2000 (Second Class)

**Technical & Additional Skills**

* **DCA** - Diploma Computer Application in Private Institute (CCI)
* MS-DOS, Windows, MS-Office, Tally 9.0
* Senior grade type writing in English
* Languages like English, Urdu, Hindi Tamil and Malayala

**Personal Profile**

Father’s Name : Late S. Abdul Agees

Date of Birth : 02.06.1979

Marital Status : Married

Religion : Islam

Nationality : Indian

Passport No : L 9579358

Expiry Date : 18.05.2024

Visa Status : Own Visa (NOC Available)

Visa Expiry Date : 19-9-2022

 **MAHABOOBASHA .A**