

SOUMYA S



+971 558650286 soumyaajmal@gmail.com Dubai, UAE

PROFESSIONAL SUMMARY

- Detail-oriented and certified Medical Coder with a solid foundation in healthcare documentation, coding guidelines, and regulatory compliance. Adept at accurately assigning ICD and CPT codes while ensuring the integrity of medical records. Strong communication and analytical skills supported by a background in English studies. Proficient in computer applications including MS Office and internet-based tools, with excellent documentation and administrative capabilities. Committed to maintaining patient confidentiality, accuracy, and efficiency in all aspects of healthcare data management. Fluent in English, Hindi, and Malayalam, with a proactive and adaptable approach to dynamic medical environments.

KEY SKILLS

Professionalism Compassion Dependability Patience and Adaptability

Quick Learner Creativity Strong communication and good at following instructions Honest & Reliable

Attention to Detail Analytic Skills Optimistic Leadership skills Ability to work under pressure

EDUCATION

CERTIFIED PROFESSIONAL CODER 2025	AAPC (Member ID: 02335546)
BACHELOR OF ARTS IN ENGLISH 2021 – 2024	INDIRA GANDHI NATIONAL OPEN UNIVERSITY
DIPLOMA IN COMPUTER APPLICATION (DCA) 2021	ICA INSTITUTION
HIGHER SECONDARY 2017 – 2019	BOARD OF HIGHER SECONDARY EXAMINATION, KERALA, INDIA MSM HIGHER SECONDARY SCHOOL, KOLLAM, KERALA, INDIA
SSLC 2017	BOARD OF PUBLIC EXAMINATION, KERALA, INDIA VIMALA HRIDAYA HSS FOR GIRLS, KOLLAM, KERALA, INDIA

COMPUTER SKILLS

- MS Office Suite
- Net browsing
- Basic Operation

AREAS OF EXPERTISE

- Medical Coding (ICD & CPT)
 - Healthcare Documentation & Compliance
 - Medical Record Review & Accuracy
 - Administrative & Clerical Support
 - Patient Data Confidentiality & HIPAA Compliance
 - Claims Processing & Denial Management Support
 - Electronic Health Records (EHR) Handling
 - Administrative & Clerical Support in Healthcare
 - Data Entry & Documentation Accuracy
 - Patient Record Accuracy & Quality Audits
 - HIPAA & Data Confidentiality Practices
 - Internet Applications & Email Communication
 - Customer Service & Patient Interaction
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LANGUAGES KNOWN

- English : Reading, Writing, Spoken Interaction
 - Malayalam : Reading, Writing, Spoken Interaction
 - Hindi : Reading, Writing, Spoken Interaction
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PERSONAL STRENGTHS

- **COMMUNICATION:** Strong interpersonal skills, including effective verbal communication, problem-solving, and active listening, essential for any administrative role.
 - **CUSTOMER SERVICE:** Client-focused with skills in patience, attentiveness, and using positive language to enhance customer experiences.
 - **ORGANIZATION:** Skilled in helping others stay organized, creating to-do lists, and prioritizing tasks based on deadlines to improve time management.
 - **MANAGEMENT:** Demonstrates strong management abilities to lead teams, guide others, and assess performance to ensure efficient operations.
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PERSONAL DETAILS

Gender : Female
Date of Birth : 22/01/2001
Marital Status : Married
Nationality : Indian
Permanent Address : Jumeirah Village Circle, Season Community
Villa A44, Dubai, UAE

PASSPORT DETAILS

Passport Number : W1496661
Date of Expiry : 05/07/2032
Place of Issue : Trivandrum

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.