

# Fathimath Salwana

## Pharmacy Technician Cum Medical Coder

### Professional Summary

Dedicated and detail-oriented Assistant Pharmacist & Certified Medical Coder with **2+ years of experience** in pharmacy operations, prescription management, and medical coding. Skilled in patient counseling, inventory management, and insurance documentation. Adept at maintaining compliance with DHA regulations and ensuring accurate medication dispensing. Holds a Diploma in Pharmacy and AAPC certification, committed to supporting quality patient care and optimizing operational efficiency.

### Work History

#### Krishna Hospital - Pharmacist

Kasaragod, Kerala  
11/2022 - 03/2025

- Accurately dispensed prescription and OTC medications, maintaining 100% compliance with pharmacy standards.
- Counseled 30+ patients daily on dosage, interactions, and side effects, improving treatment adherence.
- Maintained pharmacy inventory, reducing stock-outs by 15% through efficient ordering.
- Verified prescriptions for accuracy, preventing potential medication errors.
- Prepared billing and insurance claim documentation, ensuring timely claim processing.
- Assisted doctors and nurses with medication-related inquiries and dosage calculations.
- Trained and supervised junior pharmacy staff and interns.

#### Medcity Medicals - Trainee Pharmacist

Kasaragod, Kerala  
04/2022 - 11/2022

- Assisted pharmacists in prescription filling and patient counseling.
- Learned inventory control methods, helping reduce expired stock by 10%.
- Observed and participated in insurance billing and claim procedures.
- Ensured correct labeling and packaging of medications for dispensing.
- Provided customer service, addressing patient questions regarding dosage and availability.
- Supported pharmacists in maintaining drug registers and compliance documentation.
- Followed standard operating procedures for prescription validation.

#### Malik Deenar Hospital - Internship (Course Completion Training)

Kasaragod, Kerala, India  
11/2021 - 03/2022

- Assisted in patient care by monitoring vital signs and reporting abnormalities to the medical team.

✉ fathimathsalwana85@gmail.com

☎ +971567524309

📍 Dubai, UAE

### Key Skills

- Prescription Management
- Medical Coding
- Drug Dispensing
- Inventory Control
- Patient Counseling
- Insurance Claims Processing
- Regulatory Compliance (DHA, AAPC)
- Communication Skills
- Time Management
- Team Collaboration

### Education

12/2024

#### Cardea Health Care Solutions

Kerala, India  
Medical Coding And Billing

2022

#### PA College of Pharmacy

Karnataka, India  
Diploma in Pharmacy

2019

#### Kerala Board of Higher Secondary Education

Kerala, India  
Higher Secondary (Science)

### Personal Details

**Nationality:** Indian

**Gender:** Female

**Marital Status:** Married

**Passport No:** AD766605

**DHA ID:** 56024940

**AAPC Certified Medical Coder (ID:**  
2302437)

- Supported doctors and nurses during medical examinations and procedures.
- Maintained accurate patient records and updated charts for clinical documentation.
- Educated patients and families on basic health care practices and post-treatment care.
- Administered medications under supervision and ensured timely dosage.
- Performed routine laboratory sample collection and assisted in diagnostic procedures.
- Followed strict infection control protocols to maintain a safe and hygienic environment.

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### ***Declaration***

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

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### ***Languages***

English | Arabic | Hindi | Malayalam