

ROSHIMA M

CERTIFIED PROFESSIONAL CODER

roshiraj.k@gmail.com

+971 52 510 2420

Sharjah, UAE

www.linkedin.com/in/roshima-m-48b01b30/

AAPC Member ID- 02288625

Visa Status- Husband Visa

PROFILE

A highly motivated and detail-oriented CPC certified candidate with a bachelor degree in life science. Now seeking a coding position to utilize my coding knowledge and skills to ensure accurate and compliant medical documentation.

Work Experience

RCM Coding Internship training (October 2024- April 2025)

Thriving RCM Solutions & Medical coding

- RCM flow chart knowledge
- Daman Lab tests and appropriate indications guidelines
- Denial coding guidelines and codes like MNEC-003, CLAI-001 ..etc
- Coding rules and guidelines of different departments

HR Executive (December 2018 to May 2019)

Golden Rays Technical Services L.L.C, Dubai, UAE

- Collecting information from the customer and follow-up the recruitment process
- Follow-up the customer about new labor supply enquiry
- Processing new enquiries and making report to Manager
- Summarization of resumes

Admin Associate (December 2016 to October 2018)

Indian Institute of Management, Kozhikode - IIMK, Kerala, INDIA

Responsibilities,

- Act as a Program Assistant; Under the direction of the Program Leader, provides operational and administrative assistance to the Programs Coordinator and other Faculty Members.
- Act as a point of contact on all administration matters related to allocated programs, deal tactfully with faculty members as well participants.
- Communicate with internal departments as well as all third parties to exchange information, coordinate activities and promptly resolve issues.

Key Skills

- Analytical skills

- Active listening skills
- Communication Skills
- Office Administration

Technical Skills

- coding guidelines and conventions
- ICD-10-CM, CPT and HCPCS coding systems
- medical terminology and anatomy

Education

- MBA (Master of Business Administration)
SVS Institute of Management Studies affiliated to Anna University Chennai
- Bachelor of Science (Plant Science)
Mahatma Gandhi Government Arts College Mahe, Affiliated to Pondicherry University

Certification

- Certified Professional Coder (CPC) by AAPC(November,2024)

Languages

English

Malayalam