

Fatema Khuzema Khanpurwala

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| [@written_by_fatema](#)

Summary

A recent graduate with a Bachelor in Science (Zoology) from Poona College of Arts, Science and Commerce, Pune and currently pursuing online program on Medical Coding by Avodha. Seeking a position as a Medical Coder where I can use my skills to ensure fair reimbursement to providers, help track and analyse healthcare data and being open to medical terminology and coding guidelines.

Soft Skills

- Attention to detail
- Strong analytical skills
- Excellent communication skills
- Empathetic and team-oriented.
- Known to medical terminology and coding systems
- Known to medical procedures and diagnoses
- Ability to handle confidential information
- Exceptional proofreading and domain research skills.

Education

Online program on Medical Coding by Avodha	Avodha Online	Ongoing	TBD
Bachelors in Science (Zoology)	Poona College, Pune	2018-2020	80%
MSCIT	Rangoonwala Institute of Technology, Pune	2018	67%
Higher Secondary Schooling (12th Standard)	Badriyah High School	2016-2017	68%

Work Experience

Accounts Assistant | Amity Enterprises

Jan 2022 - July 2022

- Responsible for managing confidential invoices, cashbooks and drafting client-facing emails helping shops improve productivity by 2X.
- Organised and maintained confidential financial records with care helping store managers ensure credibility and security of documents.
- Developed spreadsheets for price lists using Microsoft Excel helping store managers keep track of cost trends improvising decision making in business.

Courses and Certifications

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|---|------|----------------------------------|
| ● Udemy: Proofread like a Pro | 2022 | View Certificate |
| ● Alison: Microsoft Word 2013 | 2022 | |
| ● Great learning: Excel for Beginner | 2023 | |
| ● Great learning: Powerpoint for Beginner | 2023 | |

Operational/Technical Skills and Tools

Microsoft Office, Microsoft Excel, Microsoft Powerpoint, Microsoft Excel, Google Docs, Google Spreadsheets, Google Presentations

Languages Known

English, Hindi, Gujarati.

Interests

Travelling, Book Reading, Trekking, Stitching, Public Speaking.