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# Ramteja Jakka

ВВА

### Address

Kaikalur, Andhra Pradesh,

### Phone

### E-mail

ramtej.j13@gmail.com

Python Django

Python

Respectful Medical Records Specialist with superior attention to detail and skill in evaluating and correcting health records. Bilingual go-getter with expertise scanning and indexing medical records to appropriate chart. Excellent work ethic and exemplary time management skills, demonstrated over [Number] years of industry expertise. Experienced [Job Title] offering over [Number] years of healthcare experience. Highly accurate and efficient with strong time management skills and reliable, hardworking nature. Organized Virtual Assistant dedicated to improving accuracy and efficiency by maintaining and developing administrative and procedural processes. Focused and communicative individual possessing superb data entry, time management and customer service skills. Offering [Number] years of experience providing quality administrative support to clients.

## **Work History**

2020-01 -2020-03

## Coder

Coder, Kaikalur, Andhra Pradesh

- Researched and compiled statistical data to support cost control and care improvement initiatives.
- Identified new methods to optimize medical records management.
- Kept accurate log of all requests for medical information and records.
- Utilized [Software] to manage and confirm patient data, such as insurance, demographic and medical history information.
- Reviewed charts and flagged incomplete or inaccurate information.
- Managed system conversion and maintained minimal downtime during updates.
- Maintained accuracy, completeness and security for medical records and health information.

### **Education**

2017-01 -

**BBA: Marketing** 

2019-03

Gd Goenka University - Gurgone

### trading

i am trader since past 3 years and i only day trade using algorithem

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Cascade ▼

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Normal -

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