

RESUME

ARJUN SINGH RAWAT
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CAREER OBJECTIVE

To improve my skills for an organization that values proactive, Objectives hardworking and gregarious individuals, so that I can contribute to the organizational growth and hence satisfaction and repute for myself.

ACADEMIC QUALIFICATION

- **Cass 10th** : From U.P. Board
- **Class 12th** : From U.P. Board
- **B.COM** : From CCS University Meerut
- **M.A** : From CCS University Meerut
- **CPC** : From AAPC

TECHNICAL QUALIFICATION

1. MS Office: - Word, Excel, Power Point
2. Typing Speed in English 35-45 WPM.

EXPERIENCES

- Ingenious BPO Pvt Ltd, Noida (Aug 2021- Present)
 - Works as Medical Coder in E&M OB Delivery
- 1 Year of Experience in Tricity Healthcare Service as Medical Coder.
 - E&M Coding (Outpatient)

STRENGTHS

- Hard Worker.
- Punctual.
- Good Communication.
- Quick Learner

EXTRA-CURRICULAR ACTIVITIES

- Participated in different quiz and sports competition in college and school.

PERSONAL INFORMATION

Date of Birth : 25-02-1995
Father's Name : **Lal Singh Rawat**
Sex : Male
Marital Status : Unmarried
Nationality : Indian
Languages Known : English, Hindi

HOBBIES

- Hanging with friends, Surfing Internet, Singing and Listening Songs.

DECLARATION: -

I hereby declare that all the statement made above in the application is correct to the best of my knowledge and belief.

DATE.....

PLACE.....

(ARJUN SINGH RAWAT)