***Resume***

***KAVITA MISHRA, CPC*** *Contact:* 9560513776 *Email:* mishrakavita232@gmail.com

**Objective**To work with an organization building the way of success and by providing as much of service  
delivery which is expected to do so.

**An Overview**A results-oriented professional with excellent interpersonal, communication and organizational skills with proven abilities in team management, customer relationship management and planning.

**Core Qualifications**  
•Medical coding specialist certified.  
•Accurate data entry specialist.  
•Engaging personality.  
•Great communication skills.  
•collaborative team player.  
•Strong knowledge of medical terminology and anatomy.

**Professional Experience**

**March 2022 to August 2022:**

*6 Months Medical coding training.*

**July 2021 to Feb 2022:**

**Ienergizer, Noida:**

*KRA: Senior Associate in customer service.*

Personal Information

|  |  |
| --- | --- |
| Date of Birth | : 07-02-1988, |
| Marital Status | : Un-married, |
| Languages Known | : English, Hindi, and Punjabi. |
| Strengths | : Take all challenges with a positive attitude, Hard-worker & Result oriented. |
| Residence | : Delhi |

Education  
Bachelor’s degree.  
Six months basic course of MS office.  
Certification in medical coding **CPC, AAPC** (Surgery for Professional and ASC based providers)

References:  
PLACE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_