#### RADHA Address:-

**BLOCK-16, HOUSE NO-344,**

**KALYAN PURI, DELHI-110091**

**+91-9650667173, 8860505819 (M)**

**Email:** [**radhakumari21192@gmail.com**](mailto:radhakumari21192@gmail.com)



## CAREER OBJECTIVE

**To secure a challenging position that offers professional growth while being resourceful, innovative and flexible, where I can effectively contribute my skills as a Professional, possessing competent skills.**

## WORK EXPERIENCE

* 2 years Experience as a Medical Coding (Out patient, Home) in Emds
* 6 months Experience Denials coding
* 3 years Experience as a Billing Executive in Pacific

## PROFFESSIONAL SKILLS

* AAPC Exam is cleared.

## ACADEMIC QUALIFICATION

|  |  |  |
| --- | --- | --- |
| **Certificate** | **Subjects/Stream** | **Board/University** |
| Graduation | B.A. | Delhi University |
| Class 12th | Arts | CBSE |
| Class 10th | All Compulsory Subjects. | CBSE |

## PROFESSIONAL QUALIFICATION

* Basic knowledge of Computer.
* English Typing Speed 35WPM.

## INTERPERSONAL SKILLS

* Ability to rapidly build relationship and set up trust.
* Confident and Determined.
* Positive Attitude.
* Punctual, Disciplined.
* Good Listener and leadership skills.
* I can led and organization in the best and positive way.

## INTEREST & HOBBIES

* Browsing Internet.
* Listening Music

## PERSONAL INFORMATION

**Father’s Name : Late Sh. Ram Sanjeevan**

**Gender : Female**

**Nationality : Indian**

**Marital Status : Single**

**Languages known : English & Hindi.**

**Declaration:-**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Date:**

**Place:**

**(RADHA)**