

**Roy**

***Email:*** ***roy.358896@2freemail.com***

**CAREER OBJECTIVE**

To secure a challenging position with a progressive, reputable company with advancement opportunities utilizing my organizational skills and in the field of medical billing and coding.

**ACADEMIC SUMMARY**

* **Medical Coding [CPC] - 2017**
* **Basic BSc Nursing – 2012**

**(Rajiv Gandhi University of Health Sciences)**

**AREA OF EXPERTISE**

* Proficient skills in execution of professional coding in an exact way
* Possess knowledge of utmost quality related to medical coding methods and guidelines, including ICD-10, CPT and HCPCS
* Documentation and record maintenance
* Medical and Surgical Ward
* Providing medications
* Time management

**PROFESSIONAL EXPERIENCE**

**Staff Nurse (Medical and Surgical Ward)**

 **11/10/2012 to 16/12/2014**

**Oyster and Pearl Hospital- Pune**

* Delivering expert nursing care, monitoring and maintaining standards of care.
* Ongoing informal and formal assessment of patients in order to provide the most beneficial care.
* Identify and act on changes in patient condition, making safe, timely decisions appropriate to the situation.
* Maintain up to date case records and care plans.
* Provide timely reports to nurse in-charge and doctors.
* Work with colleagues to provide support to all ward staff.
* Contribute to the induction of new staff acting as a mentor when appropriate.

**MAJOR JOB RESPONSIBILTIES**

* Total patient care based on nursing process approach.
* Unit preparation for receiving the clients and for discharging the clients.
* Monitoring vital parameters, blood gas analysis, intake output chart and documentations.
* Administration of medications.
* Administration of intra venous therapy including electrolytes and blood products.
* Able to manage life supporting equipments.
* Pre and post-operative care of clients.
* Maintain accurate records.
* All Routine investigations.

**PROFESSIONAL SKILLS**

* Able to perform or explain the phenomenon, possible solutions and creative methods for proceeding.
* Providing holistic quality nursing care to the patient.
* Versatile and enthusiastic hard worker.Ability to adapt and understand collaborating practice.
* Ability to communicate in a professional and impelling manner.
* Effective leadership, Compassionate, Confident, Critical thinker, Adaptable and Good learner

**TECHNICAL SKILLS**

* MS-Office

**PERSONAL INFORMATION**

* Date of Birth : 08.08.1987
* Gender : Male
* Nationality : Indian
* Marital status : Single
* Date of expiry : 27/11/2023
* Languages Known: English, Malayalam, Tamiland Hindi.

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

Roy

Place:

Date: