










# GHAIDA SAEED ALDOSARI

Licensed Medical Coding Technician



## Personal

-  **Phone number**  
0552489817
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## Skills

- Microsoft Word 
- Teamwork 
- Medical Translation 
- Organization 
- Data Entry 
- Microsoft Excel 

## Languages

- Arabic 
- English 

## Test Score

- IELITS : 6

## Work experience

**Medical Coding Trainee** Sep 2019 - Sep 2020  
King Khalid University Hospital, Riyadh

- Completed coding 20 files per day for three months according to ICD-10 AM standards
- Analyzed patient's records ( diagnosis, procedures and history )
- Studied Medical Science and Terminology for 3 months

**HR Assistant** Jun 2019 - Jul 2019  
NextTwo Co, Jordan

- Dealt and organized the company's finances records, employees files and insurance applications
- Helped in data entry

## Education and Qualifications

**Bachelor of English Language and Literature** 2015 - 2019  
Prince Sattam bin Abdulaziz University, Wadi Aldawasir

**Vocational Program in Clinical Coding** Sep 2019 - Sep 2020  
Saudi Commission for Health Specialties, Riyadh

## Courses

**Auditing in Health Information Management** Nov 2020  
Virtual Medical Academy

**Coding Now and Future** Apr 2020  
Health Academy

**Quality Data in Health Information Management** May 2020  
The Coding Academy

**Medical Terminology 101** Aug 2019  
Udemy

**Master Microsoft Excel** Aug 2019  
Doroob

**Introduction to Clinical Documentation Improvement** May 2020  
Health Academy

**Communication Skills in the Work Place** Apr 2020  
Health Academy

**The Insurance Sector and The Importance of Clinical Coding** Apr 2020  
Health Academy

**Embracing the Future of Information Management** May 2020  
The Coding Academy