Martina Ronish G

OBJECTIVE

To work in an innovative and challenging environment that would enhance my skills, knowledge and ability to work and to grow along with the Organization. Adept at handling administrative tasks, maintaining records and ensuring smooth daily operations and HR role contributing to talent management and employee Engagement initiatives. Proven ability to manage responsibilities efficiently, adapt quick to new role and work collaboratively in multicultural environments.

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EMAIL
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EXPERIENCE

Medical Coder

Medcode Services, Coimbatore (August 2024 – October 2025)

- Gained my skills related to the theme. Assigned and sequenced codes for Inpatient and Outpatient records based on documentation provided by healthcare.
- Established and got promoted as a Quality Analyst. As a Quality Analysts our duty to spot the error and provided the feedback for improve quality.

Primary Teacher

Rudrappasamy school (CBSE), Chennai (April 2022 -September 2023)

- I started my career as Primary Teacher in Rudrappasamy school and completed half year of experience.
- Developed and implemented lesson plans on curriculum objectives.Planned and conducted activities to foster physical, mental and social development of students.
- Instructed students on various topics such as language arts, mathematics, science and social studies. Organized classroom materials and resources to create a positive learning environment.

EDUCATION

SSLC
Vimal Jyothi Convent Matriculation Higher Secondary School, Coimbatore (June 2011 – April 2012)

HSC
Vimal Jyothi Convent Matriculation Higher Secondary School, Coimbatore (June 2013 – April 2014)

B.A English Literature
Nirmala College for Women, Coimbatore (June 2014-April 2017)

M. A English Literature
Nirmala College for Women, Coimbatore (June 2017- April 2019)

PGDCA
Nirmala College for Women, Coimbatore (June 2017- April 2018)

B.Ed
Lisieux College of Education, Coimbatore. (June 2019 – May 2021)

PGDELT
Regional Institution of English, Bangalore (May 2020 – May 2021)

Additional course

- Advanced Post Graduate Diploma in Computer Programming and Application
- Library in Information Science
- Human Rights Education
- Multimedia
- IBM

PROJECT

- **Research Methodology** (December 2018- April 2019)
- **Apixio –** KP (Kaiser Permanente; CNC; WC; Providence; BCBSTN; Centene Elevance.
- **Cotiviti Tool –** Datavant Aetna; UST; Centene MRI.

LANGUAGES

- Tamil. – Speak, Read, Write
- English – Speak, Read, Write

SKILLS

- MS Office
- MS Excel
- HTML
- Team lead
- ICD-10-CM basic HCC Coding
- Recruitment planning
- Technical Recruitment

DECLARATION

I hereby declare that the details mentioned above are true to the best of my knowledge.

[Martina Ronish G]