

MUHAMMED ANAS K

MEDICAL SCRIBE




ABOUT ME

An accomplished Medical Scribe with one year of experience assisting physicians with detail-oriented documentation and communications. A strong history of accurately transcribing patient medical records and care notes in fast-paced clinical environments. Having exposure as medical scribe with veterinary doctors in America.

CONTACT

Dubai, UAE

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 +91 94830 04067

E: muhammedanasetk@gmail.com

INTERESTS



PERSONAL

Address

: Dhar Al Aman 4

Near Al Qiyadha Metro

Station, Hor al Anz east

Dubai, United Arab

Emirates

Nationality

: Indian

D.O. B

: 23-09-1991

Marital Status

: Single

Passport No

: C3471158

SOFTWARE SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- Typing Master

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil

WORK EXPERIENCE

PHARMACY IN CHARGE

May 2023 – Sep 2024

ZAM ZAM MEDICALS, KANNUR

- Oversee daily operations to ensure smooth workflow and service quality.
- Monitor stock levels, place orders, and manage expiration dates to maintain adequate supplies.
- Lead, train, and supervise pharmacy staff to maintain efficiency and compliance.
- Review and verify prescriptions for accuracy, dosage, and potential interactions.
- Implement and maintain quality control procedures for pharmacy practices.
- Ensure safe handling, storage, and dispensing of medications, including controlled substances.
- Resolve billing issues and ensure customers compliant.

MEDICAL SCRIBE

Jul 2022 – Apr 2023

SCRIBE EMR SYSTEMS, COIMBATORE

- Maintained 13-20 patient charts daily by documenting information on current medical history, physical examinations, review of systems, and treatment plans in the medical records.
- Accurate record details of patient visits, including symptoms, diagnoses, treatments, and procedures.
- Update Electronic Health Records (EHR) with accuracy, timely information for each patient.
- Ensure completeness and accuracy of medical histories, physical exams, and test results.
- Assist physicians with administrative tasks, allowing them to focus on patient care.
- Track and document lab tests and imaging results for timely updates to patient records.
- Document referrals, prescription information, and treatment plans as directed.
- Used appropriate medical terminology to document symptoms, diagnoses, and treatments in patient charts.

SKILLS AND EXPERTISE

- ❖ Medical Terminology
- ❖ Patient History
- ❖ Ordering Labs
- ❖ Typing speed 75 WPM
- ❖ Patient Care
- ❖ Healthcare Professionals
- ❖ Medical Data
- ❖ Radiographic Studies
- ❖ Adaptability
- ❖ Communication Skill

DRIVER CUM SALESMAN

Dec 2016 – Nov 2018

AL BADR SIP UP

SALESMAN

Dec 2011 – Nov 2014

AL BADR SIP UP

- Understand products thoroughly to answer customer questions and highlight benefits.
- Greet, approach, and build rapport with customers to understand their needs.
- Meet or exceed sales targets through effective selling strategies.
- Showcase products to customers, explaining features and benefits.
- Handle sales transactions and manage inventory as needed.
- Address customer inquiries and resolve complaints professionally.



EDUCATION

BACHELOR OF COMMERCE

2018

Madurai Kamaraj university

HIGHER SECONDARY

2010

Board of Higher Secondary Examination, Kerala

SSLC

2008

Board of Public Examination, Kerala



CERTIFICATION

- ❖ **CERTIFICATE PROGRAM IN MEDICAL SCRIBING (CPMS)** - STARMEDIX INSTITUTE OF MEDICAL SCRIBING, BANGALORE - 2021
- ❖ **INTERNATIONAL DIPLOMA IN LOGISTICS AND TRANSPORT (CILT, UK)** - SLMT KALAMASSERI, KOCHI - 2015



DECLARATION

Hereby declare that all the details mentioned above are in accordance with the true and fact as per the knowledge.

MUHAMMED ANAS K