

# 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  
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### 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

AL BADR SIP UP

Dec 2016 – Nov 2018

### SALESMAN

AL BADR SIP UP

Dec 2011 – Nov 2014

- 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

Madurai Kamaraj university

2018

### HIGHER SECONDARY

Board of Higher Secondary Examination, Kerala

2010

### SSLC

Board of Public Examination, Kerala

2008



## 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**