



Muhammad Khalid Shareef

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Targeting challenging assignments in Front office/ CSE /Data Entry Operator/ COVID-19 Screener

II Career Summary

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Hassan Medical Complex (Kothi Adda Shorkot Punjab, Pakistan)

➤ March-2018 till September 2021 - Front office executive and data entry operator

- Complete COVID-19 screening questions with all individuals entering the building. Ensuring all individuals use hand sanitizer prior to entering clinics.
- Ensuring all individuals entering the clinics are wearing masks or handing out masks as necessary.
- Provide necessary information regarding the facility's services and doctors' availability to our valuable clients/patients.
- Greeting staff, patients, and visitors.
- Taking temperatures with a thermal thermometer.
- Obtain necessary patient information such as medical histories and insurance
- Responsible for ensuring COVID-19 health safety measures are being adhered to when entering an OOA facility.
- Follow-up with doctors and nurses to obtain necessary information to complete patients' records.
- Process payments for services rendered and assist with the billing procedure.
- Monitor calls status for responses from various departments to ensure that caller turns are done in a timely manner.
- Responsible for daily bills audit

II Key Skills

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- Ability to priorities and organize a heavy work load.
- Excellent Typing Speed
- Expert in use Microsoft Office Outlook, Word and Excel confidently.
- General knowledge of office procedures and policies.
- Extensive knowledge of medical terminology.
- Ability to quickly file alphabetically and numerically.
- Fully aware of infection control policies.
- Ability to use spreadsheet and email applications.
- Aware of the rules and regulations relating to medical documentation.

|| Notable Accomplishments across the Career

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- Having a professional appearance and demeanor at all times.
- Good team player.
- Having a flexible approach to work.
- Remaining calm under pressure.
- Non-judgmental.
- Able to remain confidential at all times.
- Excellent concentration skills.

|| Education

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- Bachelor in Biological Science
- Diploma in Clinical Assistant (Dispenser)
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|| IT Skills

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Operating Systems: Windows 95/98/2000/XP/10
Packages: MS Office Suite (Word, Excel & PowerPoint)

|| Personal Details

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Languages Known: English, Urdu & Punjabi

Mailing Address: Flat No. 202 Building # 3852 New Muweileh Commercial Sharjah UAE

Nationality: Pakistani

Visa Details: Visit Visa (Can join immediately)

No. of Dependents: 0/ Single

Reference: Muddassar Sharif
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