



DR. Mohamed Fadlelmoula

Medical & Clinic Administrator

Medical Claim Officer

CONTACT

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SKILLS

- Cast & splint application.
- Manual Reduction of common
- Fractures & dislocations.
- Debridement of wounds.
- Good skills in suturing.
- Expert user of MS office (Word, Power Point)
- Patient interviewing and education
- Hospital admission management
- Treatment administration
- Triage skills
- Clinic management
- Vitals monitoring
- Specialist referrals
- Treatment planning
- Minor surgery
- Clinical reporting
- Clinical examining
- Blood pressure monitoring
- General health assessments
- Minor surgeries

LANGUAGES

English

Fluent
OET score B

Arabic

Native

PROFESSIONAL SUMMARY

Reliable General Practitioner with solid administrative experience in maintaining health records for patient history. Tracks and monitors patient progress to provide long-term health care for patients. Skilled at coordinating other healthcare practitioners for optimum patient care.

WORK HISTORY

General Practitioner 09/2023 - Current
Clinical Hub - Dubai, UAE

- Assisted patients with medication management, providing detailed information on contraindications.
- Maintained confidentiality and impartiality in all patient interactions to maintain data protection.
- Advised patients on post-treatment care options, at-home plans and rehabilitation.
- Evaluated and updated charts of patients to maintain accurate information.

General Practitioner 11/2021 - 11/2022
Ribat Teaching Hospital - Khartoum, Sudan

- Monitoring and providing general care to patients in various hospital wards and out-patient departments
- Completing procedures necessary for admitting and discharging patients
- Performing initial diagnosis, drafting reports, and submitting to physicians for review
- Assisting medical and non-medical staff in hospital to ensure quality treatment is provided to patients
- Performing tasks related to special medical tests of patients for accurate diagnosis of disease
- Assisting to undertake certain managerial responsibilities including planning and distribution of workload for providing quality treatment to patients, staffing nursing department, and conducting medical tests for appropriate diagnosis.

Clinic administrator 10/2020 - 10/2021
Omar Bin Al Khattab Health Centre - Khartoum, Sudan

- Prepared clinics for inspections, maintaining faultless standards at all times to meet care quality guidelines.
- Managed clinic diary bookings and updated calendars for efficient service planning.
- Resolved complaints quickly, calmly and professionally for positive business and customer outcomes.
- Motivated clinic teams to meet performance and productivity targets, exceeding customer expectations.

Medical Officer Intern
Ribat Teaching Hospital - Khartoum, Sudan

05/2019 - 05/2020

- Learned interns job role in readiness to train learner in what to expect.
- Interviewed patients to assess histories, investigate concerns and complete physical examinations.
- Referred patients to outside specialists or hospital admission for more advanced care.

EDUCATION

MBBS: Medicine, 2018

Ibn Sina University – Khartoum, Sudan

- (Bachelor of Medicine and Bachelor of Surgery) Graduate

CERTIFICATIONS

- Licensed Medical Doctor at Sudan Medical Council - 2020
- Licensed General Practitioner at Saudi Commission for Health Specialties - 2023
- OET score B - 2023

COURSES

- Basic Surgical Skills (BSS) - 2020