**IMTIAZ WALI TAJ**

**Sharjah, United Arab Emirates**

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***Note: Ready to join immediately, no need of employment visa as I am on family sponsored resident visa in UAE.***

**Professional Summary:**

Dedicated Medical Orderly with over 10 years of experience in the UAE, specializing in patient care and administrative support. Skilled in assisting with feeding, grooming, mobility, and vital sign monitoring. Proficient in patient registration, appointment scheduling, and front desk operations, delivering excellent customer service. Knowledgeable in maintaining cleanliness, handling medical waste, and managing billing and medical records, with a strong commitment to effective communication and compliance in healthcare settings.

**Professional Experience:**

**THUMBAY UNIVERSITY HOSPITAL, UAE - (Medical Orderly Nursing Staff) - Feb to Aug 2024**

* Assist nursing staff with patient care tasks, including feeding, grooming and mobility support.
* Monitor and record patient vital signs and report any changes to nursing staff.
* Maintain cleanliness and organization of patient areas and medical equipment.
* Ensure proper handling and disposal of medical waste and supplies.
* Help with the transportation of patients within the facility.
* Support administrative tasks such as scheduling appointments and managing patient records.

**ROYAL NMC HOSPITAL SHARJAH, UAE - (Pharmacy Support Staff) - Aug 2017 to 2023**

* Carry out pharmaceutical stock and medication deliveries to departments and wards.
* Transport intravenous fluids to the relevant wards and departments and deliver TTO (To Take Out) packs to facilitate prompt patient discharge.
* Assist in updating pharmacy stock by adding new medicines and removing expired ones.
* Maintain daily records of medicine stocks.
* Aid pharmacists in locating prescribed medications.
* Assist pharmacy administration staff with inventory management.

**ROYAL NMC HOSPITAL SHARJAH, UAE - (OPD and Emergency Support) - May 2015 to July 2017**

* Patient registration, appointment scheduling, and front desk operations.
* Handling billing, payments, and maintain medical records.
* Coordination and communication with patients and healthcare personnel.
* Follow-up support, administrative tasks, and ensuring compliance.
* Excellent customer service to patients.

**Aga Khan University Hospital Karachi, Pakistan - (Food Services helper) - June 2007 to June 2009**

* Interact with patients in a courteous and professional manner.
* Adhere to dietary requirements and restrictions of patients.
* Collect and organize meal trays, ensuring food safety during transportation.
* Maintain accurate records of meal delivery and report any issues.
* Follow hygiene and safety protocols to prevent cross-contamination.
* Collaborate with the food service team and healthcare staff for effective communication.
* Maintain and report any equipment maintenance needs.
* Provide friendly and courteous customer service to patients.

**Professional Skills:**

* Basic Computer Skills,
* Emails writing and Internet Browsing,
* Best in Customer Service,
* Multi-Tasking,
* Team Player

**Education:**

**Matriculation** from **Board of Intermediate and Secondary Education** Peshawar, Pakistan in March 2008.

**Language Capabilities:**

* Arabic : Good
* English : Good
* Urdu/Hindi : Excellent
* Pashto: Excellent

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