



Muhammad Khalid Shareef

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Targeting challenging assignments in Health Care Assistant / Front office / CSE /Data Entry Operator

I Career Summary



MBM LAB COVID-19 SREENING CENTRE & LABORTARY - DUBAI UAE

- **March-2022 to till now – Data Processor/ Observer/ Front office executive**
 - Greeting staff, patients, and visitors.
 - Complete COVID-19 screening.
 - Sample Receiving & Registration
 - Client Support & Customer Service
 - Responsible for daily bills audit, Staff management, Attendance

DHA COVID-19 TESTING CENTRE - EXPO 2020 DUBAI UAE

- **November-2021 to March 2022 – Data Processor/ Observer/ Front office executive**
 - Greeting staff, patients, and visitors.
 - Complete COVID-19 screening.
 - Greeting staff, patients, and visitors.
 - Responsible for daily bills audit, Staff management, Attendance.

Hassan Medical Complex (Kothi Adda Shorkot Punjab, Pakistan)

- **March-2018 till September 2021 – Health Care Assistant**
 - Wash and dress patients
 - Serve meals and help to feed patients.
 - Help people to move around.
 - Make beds.
 - Make patients feel comfortable.
 - Monitor patients' conditions by taking temperatures, pulse, respirations and weight
 - Provide necessary information regarding the facility's services and doctors' availability to our valuable clients/patients.
 - Greeting staff, patients, and visitors.
 - Obtain necessary patient information such as medical histories and insurance
 - Follow-up with doctors and nurses to obtain necessary information to complete patients' records.

|| 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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|| ITSkills

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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, Hindi, Arabic & Punjabi

Mailing Address: Alzaroni Building near KFC Abu hail Street Abu Hail Dubai

Nationality: Pakistani

Visa Details: Resident

No. of Dependents: 0/ Single

Reference: Muddassar Sharif
Medical Lab Technologist
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