



# Muhammad Khalid Shareef

[khalidsarohi736@gmail.com](mailto:khalidsarohi736@gmail.com)

+971561972312

*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

|||||||

- 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

|||||||

- Bachelor in Biological Science
- Diploma in Clinical Assistant (Dispenser)
- 

## || ITSkills

|||||||

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

## || Personal Details

|||||||

**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  
Zayed Military Hospital Sharjah  
+971565574142