

AMIR KHAN

MEDICAL ASSISTANT

Career summary

A capable and talented individual who is an expert in performing vital patient care activities as well as all those related clerical processes that are necessary in caring for the personal needs and comfort of patients. Amir is more than able to organise clinics, ensure they are run on time, meet and greet patients and follow their aftercare. He is committed to the care and improvement of human life, and always strives to provide the best possible patient care. He would now like to work for a healthcare provider that wants the most qualified people to be part of their team.

Work experience

Hospital

MEDICAL ASSISTANT June 2008 – Present

Responsible for working with the medical team on ad hoc tasks such as completing forms & making patient appointments, on top of this acting as a liaison between physicians and patients.

Duties:

- Inputting information in medical records-keeping systems.
- Ensuring that medical supplies are well stocked.
- Providing telephone advice to patients.
- Taking patient histories and vital signs.
- Disposing of contaminated supplies.
- Scheduling hospital and surgery tests for patients.
- Helping patients to fill in forms.
- Supporting the general overall functioning of the office.
- Measuring a patients' vital signs.
- Checking patients in and out of their appointments.
- Responds to any emergency situations that may arise.
- Maintaining an inventory of stock.

Medical Centre

HEALTHCARE ASSISTANT July 2006 – May 2008

Academic qualifications

Nuneaton University 2003 – 2006

BA Medicine

Nuneaton College 2001 – 2003

A levels Maths (A)
English (B)
Geography (A)
Physics (D)
Accounting (B)

Key skills

AREAS OF EXPERTISE

- Administration
- Office duties
- Clerical duties
- Patient registration
- Changing dressings
- Data input
- Maintaining records
- Arranging tests

MEDICAL & ADMINISTRATIVE SKILLS

- Providing administrative support to Medical Teams.
- Washing and sterilizing medical supplies.
- Answering basic health care questions from patients.
- Collecting blood samples by finger-sticks.
- Proficiency in a busy clinical setting.
- Naturally positive attitude and outlook.
- Knowledge of basic laboratory procedures.
- Quickly replenishing medical supplies & materials.
- Streamlining operations and processes.
- Washing up and appropriately sterilizing and disinfecting equipment.
- Always adhering to the highest standards of business conduct and compliance.
- Maintaining appropriate documentation.
- Communicating ideas and concepts in a clear and understandable manner.
- Coordinating departmental communications.
- Minimum typing speed of 45 wpm.
- Ability to work with minimum supervision.
- Participating in decision making.

PERSONAL SKILLS

- Ability to accept responsibility & be accountable for my actions.
- Exhibiting a cheerful demeanour toward others.
- Possessing a high level of emotional stability and resilience.
- A confident and clear telephone manner.
- Can work well under pressure.
- Dependable and trustworthy.

REFERENCES

Available on request.

CONTACT DETAILS

Amir Khan

Dayjob Ltd, 120 Vyse Stree Birmingham B18 6NF

T: 0044 121 638 0026 - E: info@dayjob.com



Copyright information - Please read

© This Medical Assistant [resume template](#) is the copyright of Dayjob Ltd 2013. Job seekers may download and use this particular resume example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this CV template must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com.