

ABBU NASAR

MEDICAL SECRETARY

(7years of experience)

☎+971-501275013

anasarindia@gmail.com



OBJECTIVE:

To work in a growth-oriented, technology-based clinical-setting demanding strong organizational and interpersonal skill as a medical secretary that expands my knowledge and provides me the opportunity to utilize my skills & abilities to its fullest potential.

WORK EXPERIENCES:

- ▶▶ *Lifeline Hospital, Abu Dhabi, **UAE** as an Medical Secretary in Cardiology department - December 2010 - **Present**.*
- ▶▶ *Worked with TVI Pvt Ltd., New Delhi (India), for a US-based hospital as a Sr. Medical Transcriptionist since April 5, 2009 to September 2010.*
- ▶▶ *Worked with Dr. Ahmed Abanamy Hospital, **Riyadh** (KSA), as a Medical Transcriptionist from February 2008 to February 2009.*
- ▶▶ *Worked with El-Docs, NOIDA (India), for St. Michael Hospital, Toronto (Canada) as a Medical Transcriptionist from May 2005 to November 2007.*
- ▶▶ *Worked with KD Pharma, New Delhi (India), as a Medical Representative from September 1999 to May 2005.*

PROFILE HIGHLIGHTS:

- ▶▶ *Dealing with enquiries from patients, liaising with doctors, consultants and other healthcare professionals. Carrying out all clerical support duties including drafting letters, responding mails, filing, answering calls etc.*
- ▶▶ *Keeping track of doctor's busy diary, organizing travel arrangements, dealing with patients and visitors.*
- ▶▶ *Transcribing and editing recorded and written materials, including operative reports, discharge summaries, patient history and examinations, physician letters and notes, rehabilitation, autopsy, and radiology (MRI, CT Scan, ultrasound, x-rays etc) reports .*
- ▶▶ *Overseeing daily activities of department to optimize productivity and quality of work.*
- ▶▶ *Maintaining logs of medical procedures and transcription records.*
- ▶▶ *Performing miscellaneous job-related duties as assigned.*
- ▶▶ *Ensuring strict confidentiality of medical records.*

SKILLS & STRENGTHS:

- ▶▶ *Dedication and drive as a hard-working individual.*
- ▶▶ *Ability to manage multiple tasks in a pressured environment.*
- ▶▶ *Can deal with aggressive patients and their relatives or friends.*
- ▶▶ *Aware of the relevant legislation and the legal implications of requests for information.*
- ▶▶ *Depth experience in Word, Excel, PowerPoint, EMR, use of Stedman's, Quick look, and other designing softwares.*
- ▶▶ *Excellent auditory and keyboard skills*
- ▶▶ *Typing speed 60-70 wpm.*
- ▶▶ *Ability to understand diverse accents.*
- ▶▶ *Strong physical ability and stamina to work for prolonged periods of time.*

Educational **Q**ualifications:

- ▶▶ *Matriculation from Bihar Educational Board, Patna in 1991.*
- ▶▶ *Intermediate (10+2) from Bihar Intermediate Counsel, Patna in 1993.*

Professional **Q**ualification:

- ▶▶ *Medical Transcription Training from El-Docs, NOIDA (NCR-ND) in 2005.*

Computer **S**kills:

- ▶▶ *MS Word, Excel, Power-Point and Photoshop*

Languages **K**nown:

English, Hindi, Urdu, & Arabi

Interest:

Reading, Biking, Playing Cricket.

Personal **I**nformations:

Name: Abbu Nasar
DOB: December 10, 1975
Father's Name: Late Md. Shakir Hussain
Nationality: Indian
Passport #: F3581934 / Date of Expiry : 05/06/2015
*Permanent Address: Haripur Quazi Tola, Kaluahi,
Madhubani, Bihar, India*

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