Shehnaz  
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**Objective & Key Career Achievements**

**Doctor’s Assistant, Nursing, Paramedic, First-Aid & Health Insurance Coordinator**

**Key Skills**

1. To treat the patient with Unanias well as Allopathy medicine.  
2. Community medical diagnostic and patient care services in area of medical expertise.  
3. Profound ability to observe, assess, record symptoms, reactions, and progress.  
4. Specialized in Female diseases and First–Aid treatment.   
5. Key knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to prescribe dosages and instruct patients in correct usage.

6. Supervise Nursing Staff and allocating duties, preparing shifts and assigning jobs to junior staff.

7. Proficient as Paramedic in Ambulance with respect to Emergency Casualty, Cardiac services.

**Work History & Experience:** Years of Work Experience: More than 4.5 Years

**Professional Experience**

**Noor Hospital - Mumbai** ‘Trainee Resident Medical Officer’  (July 2011-Aug 2012)

• Provide and manage patient care, including physical examinations, evaluations, assessments, diagnosis and treatment for a specified patient under Senior Physician and Surgeons  
• Prescribe pharmaceuticals, other medications, and treatment regimens as appropriate to assess the medical conditions.   
• Refer patients to specialists and to relevant patient care components as appropriate.   
• Asst. medical students and residents engaged in specialty activities and procedures, as appropriate.   
• Manage the daily operations of a specific medical program, patient care unit, or research function.   
• Direct and coordinate the patient care activities of nursing and support staff as required.   
• Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and infection control standards.   
• Participate in specified health promotion, education and/or prevention programs.

**Parekh Hospital - Mumbai** ‘Junior Resident Medical Officer’ (Sept 2012 – Aug 2013)

* Undertaking patient consultations and physical examinations
* Performing surgical procedures and first-aid
* providing general pre- and post-operative care
* Monitoring and administering medication prescribed by the senior physicians / surgeons
* Assessing and planning treatment requirements
* interacting daily with staff including other doctors, non-medical management staff and healthcare professionals
* Writing reports and maintaining records

**Al-Shifa Polyclinic – Mumbai** ‘Medical Officer’ (Aug 2013 – April 2016)

* To attend any new patient (admission) immediately, examine the patient in OPD dept.
* Prepare patient health record file to start treatment, allergies and sustainability’s
* Check any previous records, if available, Charts down all the details in the history sheet.
* Inform the respective consultant about the admission follow his orders.
* Instruct the nursing staff about the necessary orders to be carried out.
* Update respective consultants and follow-up. Inform the nursing staff if any changes.
* To take rounds and examine individual patients. Inform the respective consultant/ Registrars if any new findings.
* Attend rounds with the respective consultants and carry out the necessary changes in the order. Enter them in the treatment sheet. Inform the nursing staff on duty about the same.
* To follow up with all the investigations to be seen and trace their results. Inform the Registrar/ consultant. Note down investigation results in the investigation sheet.
* To enter the treatment sheets for the following day. Cross check the same for the dosages of the medications. Confirm the investigations to be sending on the following day.
* To attend patients complaints. To calm the patients if they are apprehensive. Inform the consultant if needed.

**Education:**

**Bachelor in Unani Medicine and Surgery**(by Maharashtra Council of Indian Medicine Nashik – Mumbai (India)