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| **Dr.Maimuna** **General Practitioner / Company Doctor Professional****E-mail:** maimuna.381843@2freemail.com  | Untitled |
| ***Profile Summary***

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Versatile, Enthusiastic, and well-trained medical professional offering formal education, valuable experience, skills and attributes for a solid career foundation within a hospital and skin care and nutrition industries; Possess DHA Eligibility with 4+ years of experience encompassing General Practitioner, Company Doctor, OB/GYNE, Medical Officer/Paediatrics’, Primary Care Physician, House Officer, Senior Supervisor (Immunization Dept.), and Patient Care. Gained comprehensive knowledge of examining patient's physical and mental disease, treating diseases, direct patient care, tending to injuries and recommending treatment; Expert in prescribing or administering treatment, therapy, medication, vaccination and other appropriate medical care to treat or prevent illness, disease or injury. Acquired excellent medical surgery industry know-how, versed with latest surgery equipment, skilled in various aspects of GP management, patient teaching and clinical research including surgical procedures, administration and documentation of medications, and advising patient’s medications. Proactive, well-organized and innovative team player with strong communication, critical thinking, active listening, judgment and decision-making, problem-solving, time management and interpersonal skills; Seeking for a challenging work profile in a hospital or medical industries that offers opportunity and rewards on merit. |
| **STRENGTH & SKILLS** |
| * Accomplished MBBS with 4+ years experience
 | * Competency in General Practitioner and OB-Gyne
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| * Skilled in examining patient's physical/mental state
 | * Adept in human sciences/anatomy &biochemistry
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| * Versed w/ Hazard Risk & Aspect Impact Assessment
* Knowledgeable of Occupational Health Management
* Adroit in medical care & consultation to patients
 | * Skilled with OHSE Management system principles
* Sound knowledge of applicable Legal requirements
* Passionate in working w/ patients& professionals
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|  | ***Educational Qualification*** |  |

**Bachelor's Degree of Medicine/Bachelor of Surgery(MBBS) –** *Ahmadu Bello University, Zaria, Kaduna, Nigeria 2008 – 2015*

**License by Medical and Dental Council of Nigeria**

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|  | ***Career Snapshot*** |  |

**Company Doctor –***Medicare Health Care Systems, Nigeria* **Jan 2018 – Present**

**Medical Officer/Pediatrics –***State House Medical Centre, Nigeria* **Jan 2017 – Dec 2017**

**Primary Care Physician –***Alheri Clinic, Nigeria* **May 2016 – Dec 2016**

**House Officer –***Federal Medical Centre Katsina, Nigeria* **Apr 2015 – Apr 2016**

**Senior Supervisor –***Immunization Plus Days Katsina, Nigeria* **Sep 2014 – 2015**

**Internship –***Global Fund Project Katsina, Nigeria* **Mar 2011**

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|  | ***Med-Equipment-know-how*** |  |

* Skilled in Ultrasound Scanner (Obstetrics Scan)
* Knowledgeable with Electrocardiogram (ECG)
* Versed with side Laboratory Equipments (centrifuge, analyser, microscope)
* Expertise in Fetal Monitor/Cardiotocogram
* Adept with Neonatal Incubator

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|  | ***Achievements*** |  |

* Acquired strong background within Medical Centre Industry with 4+ years experience in domains of Company Doctor, Medical Officer/Pediatrics, Primary Care Physician, House Officer, Senior Supervisor Patient Care.Awarded Best Graduating Student in Hematology Obstetrics & Gynecology.
* Spearheaded a project to provide information in form of pamphlets to mothers about home management of common childhood illnesses.
* Designed and delivered health education and awareness lectures to the patient during follow up on targeted health risk behavior both within and outside the hospital setting.
* Played the significant role in contributing to the development of hospital-based protocol for management of common medical disorders and emergencies.
* Successfully implement new ideas, strategies, tactics, techniques in a multi-purpose nature connecting families and careers.Developed and maintained a therapeutic relationship with patients and families.
* Instrumental in mitigating an outbreak of Lassa Fever within the hospital by instituting surveillance and quarantine of contacts.
* Possess competency in clinical knowledge for General Practice, assisting in surgeries, pediatrics, Obstetrics & Gynecology and patient care.
* Gained comprehensive knowledge of examining the patient's physical and mental disease, treating diseases, direct patient care, tending to injuries and recommending treatment.
* Performed assigned workload with indefinable enthusiasm, commitment, honesty, and dedication and drove towards contributing to Hospital and Patients needs.

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|  | ***Core Competencies*** |  |

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| **General Practitioner*** Responsible for all duties associated with the role of a General Practitioner including patient consultations, duty doctor cover and home visits.
* Strict adherence to physical, psychological and social factors when diagnosing illness, treating diseases, tending to injuries and recommending treatment.
* Work in accordance with the Practice Rota system for a variety of consultation types in a timely manner.
* Collect the record and maintain patient information, such as medical history, reports and examination results in a clinical system. Ensure to record the information accurately, using templates and read codes and in a timely manner.
* Comply with all the objectives governed by protocols and procedures alongside other additional governance requirements of the Hospital, Clinic or Medical Centre.
* Work in accordance with practice clinical procedures and protocols. Monitor patients’ condition and progress and re-evaluation and/or change treatments as necessary.
* Request, perform and/or interpret tests and records, reports and examination information to assist in the diagnosis of patients’ condition.
* Administer medical procedures such as catheterization, central vein cannulation, intubation, exchange transfusion.
* Prescribe or administer treatment, therapy, medication, vaccination and other appropriate medical care to treat or prevent illness, disease or injury.
* Refer patients to medical specialists or other practitioners appropriately, when necessary in a timely manner.Carry out clinical audit as appropriate. Ensure to complete the reports for solicitors, insurance companies & other third parties. Support the compliance of the Practice Health and Safety policy.
* Act in a way that protects the confidentiality of patients & maintains the integrity of the patient/Practice relationship.Work safely at all times in accordance with legislative and practice policies and procedures
* Keep up to date with medical developments, medication, and treatments. Attend Practice training sessions as appropriate and required.
* Issued medical certificates which include a birth certificate, death certificate, and sick leave.
* Coordinated meetings with a pharmaceutical representative to learn about the latest medications.

**Company Doctor*** Oversee the patient's diagnosis, treatment, and prevention of occupational illnesses and/or injury.
* Prepare patients to return for work after illness or injury or may act as a consultant to identify workplace health hazards.
* Examine patients to determine the appropriate course of treatment. Recommends tests to determine the extent of illness or help diagnose the condition.
* Coordinate and implement all medical service activities for all employees in the company. Provide high positive leadership to all fellow employees.
* Perform all job activities in coordination with Assistant Human Resources Manager with very close communication.
* Coordinate, supervise and evaluate medical service activities of subordinates by giving safe and efficient procedures.
* Execute all medical service activities under very close interface with relevant Departments and persons to ensure smooth and effectiveness of the medical service.
* Control, monitor and record the accurate and detailed of routine medical care and service activities which include provide and distribute of supportive medical supplies as required.
* Communicate and control the record of medical supply usage with the paramedic and order the appropriate medicines and supplies.
* Establish and maintain of medical equipment to ensure safe, clean and continuous operable condition.
* Control and monitor the employee inpatient on the hospital. Organize improvements in all medical service procedure to ensure more safe and efficient.
* Develop and implement continuing education/training on all medical service to a subordinate.
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|  | ***Proven Job Role*** |  |

**Company Doctor –***Medicare Health Care Systems, Nigeria*

* Planned, directs and coordinates medical services including medical service contracts, cost accounts, and preventive medicine services; offers expert opinions concerning exposures to hazards and provides and evaluates medical services to the Company.
* Registered and reporting of infectious diseases to the department of preventive medicine and institute measures to protect other patients, health workers, and the community.
* Supervised the Company's contracts for employee physical examinations and Consulting Medical Director Services.
* Evaluated and provide prompt medical treatment, with appropriate referral to the specialist. Administer medical check-up and screening for staff and their families.
* Interfaced with the Consulting Medical Director in matters concerning occupational medicine.
* Provided the Company with technical and administrative expertise for compliance with legal standards, i.e., State Department of Labour, and Federal Safety and Health Regulations and Standards.

**Medical Officer/Pediatrics –***State House Medical Centre, Nigeria*

* Responsible for Inpatient care which includes daily clinical rounds on admitted patients, on duty visits; follow up, Bedside clinical discussions and teaching interns and students.
* Attended to patients in pediatric clinics, pediatric admissions, emergency pediatric unit and special care baby unit.
* Performed pediatrics procedures such as exchange blood transfusion, neonatal resuscitation.
* Participated in on-call duty and emergency coverage schedule as Casualty Medical officer providing appropriate triage, emergency care, and emergency consult with the specialist when needed.
* Mentored and supervised medical interns posted to the pediatrics department

**Primary Care Physician –***Alheri Clinic, Nigeria*

* Attended to all kinds of patients with a various presentation by evaluating, assessing, treating, admitting, referring, transferring, discharging and reviewing.
* Lead the investigation in order of priority, carefully analyzing test result to help in the development of treatment plan and follow up.
* Conducted weekly clinical meetings and monthly morbidity and mortality reviews to ascertain any lapse in patient care and determine how to improve on it.
* Responsible for theimmunization services and other health promotion and prevention activities.
* Assisted in major surgical procedures with preoperative and post-operative care.
* Performed minor surgeries such as wound suturing, I&D, debridement, medical abortions.
* Monitored labor, conducting high-risk delivery and neonatal resuscitation.

**House Officer –***Federal Medical Centre Katsina, Nigeria*

* Assessed all patients and prescribe prompt medical treatment under supervision of consultant.
* Assisted in surgeries, pre-operative and post-operative care.Conducted deliveries and minor surgeries.
* Participated in clinics including general outpatient clinic, maternal and child clinic, vaccination clinic, diabetes clinic.

**Senior Supervisor –***Immunization Plus Days Katsina, Nigeria*

* Supported the training of vaccinators, supervise and monitor quality immunization campaigns.

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|  | ***Training& Seminars*** |  |

* Implementation Research certificate -World Health Organisation/Tropical Disease Research, July-2018
* Basic Life Support Training – American Heart Association, Abuja, Nigeria, April-2017.
* Training on Research Methodology – Medical Education Partnership in Nigeria, Sept-2014.
* Attended update courses, requirements, and accreditations for continuing medical education..
* Workshop on Teamwork and Capacity Building -State Accountability and Voice Initiative, Oct-2013.
* Global Fund project on Community Management of Tuberculosis, March-2011.

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|  | ***Internship*** |  |
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* Thesis project: Knowledge and Perception of cataract among residents of Zaria City, Zaria LGA, Kaduna, 2015
* Participated in clinical research community diagnosis of Ila Community, Jan-2015

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|  | ***I.T Proficiency*** |  |
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* Proficient in MS Office application (Word, Excel, PowerPoint, Email application & Internet).

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|  | ***Personal Details*** |  |

Nationality : Nigerian

Date of Birth : 22nd April 1992

Marital Status : Married

Visa Status : Visit Visa

Languages : English

Reference : Available Upon Request