Curriculum Vitae

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| **Dr. Saira**  **DOB: 24-06-1988**  **Marital Status: Married**  **Sex : Female**  **Nationality: Pakistani**  **Email :** [**saira.383084@2freemail.com**](mailto:saira.383084@2freemail.com)  **Languages : English, Urdu, Punjabi, Hindi**  **Visa Status : Visit Visa Valid till Nov 02 2018** |  |

Professional Summary

Highly motivated, dedicated and clinically competent general practitioner with experience in caring for patients from a range of cultural backgrounds. Highly skilled in diagnosing and treating a variety of human diseases. Exceptional understanding of drug properties and interactions, procedural techniques, and preventative health-care methods. Strong focus on listening to and addressing patient concerns and answering all questions in terms patients can easily understand. Willingness to work with all members of the medical team and listen to their suggestions and input to improve results and maximize patient satisfaction. Easy going by nature and able to get along with other healthcare professionals and also senior managers. I worked in almost all major departments during my practice. I worked at government hospitals for most of my career. Attended multiple seminars and workshops like DHIS arranged by government during my span of work. I hold RMP license from PMDC. I am committed to pursuing a role in which I can help people to maintain their health and quality of life.

Education

* **Bachelor of Medicine, Bachelor of Surgery (MBBS)**

**Khyber Medical University, Peshawar Pakistan**

**Passing Year: 2015**

* **Higher Secondary School Certificate (HSSC) Pre Medical**

**Fazaia Inter College, Rawalpindi Pakistan**

**Passing Year: 2009**

Skills and Strengths

* Effective written and verbal communication skills.
* Able to quickly and properly diagnose patient conditions in emergency situations to ensure they receive the treatment they need as soon as possible under controlled conditions.
* Highly organized, which allows me to keep appointments, records, and patient details in order.
* A team player – work in harmony with medical staff, administration, patient and family members to ensure a high quality of medical attention as per organizational SOPs.
* Effective troubleshooting and problem solving skills in high pressure environment.
* Excellent administration, Decision making, Organizational, Analytical and time management skills.
* Ability to plainly explain physical problems as well as treatment solutions so patients have a clear understanding of what is happening to their bodies and how treatment can help them.
* Superior reading comprehension skills and effective written and oral communication skills.
* Outstanding bedside manner – strong interpersonal and relationship building skills.
* Excellent patient and family counselling skills.
* Basic computer knowledge / MS Office.

Experience

* **General Practitioner June 1, 2017 - May 1, 2018**

**Tehsil Headquarter Hospital Gujar Khan, Pakistan**

* Performed my duties in OPD, Emergency, Maternal and Neonatal Care Unit (MNCU).
* Administered treatment, medication, therapy, vaccinations, and other medical care to treat patient diseases, injuries, and illnesses.
* Prescribed medication to meet specific patient needs.
* Monitor the progress and current condition of patients to determine whether current treatments are working or if modifications are needed.
* Explain test results and recommended procedures to patients.
* Prescribed medications or therapy with approval from consultant.
* Refer patients to medical specialists or tertiary care hospital when necessary.
* Performed 24 hour call twice a week and for 30 hours in case of emergency situations when needed.
* Worked as senior doctor to train new GPs and para medical staff.
* Conducted normal deliveries, episiotomy, forceps deliveries, cervical cerclage, repaired cervical and perineal tears and Neonatal resuscitation.
* Assisted Caesarean Section, appendectomy, cholecystectomy and Pelvic Scans.
* Performed Medico Legal Cases and post mortems.
* **General Practitioner & Admin March 31, 2017 - May 31, 2017**

**Basic Health Unit Jhelum, Pakistan**

* Responsibilities included were to perform patient checkups at General OPD and manage all the workforce and resources at BHU.
* Responsible to provide curative care for children, women and men.
* Identify high-risk cases and diseases not curable at BHU level and insure an effective and timely referral to hospital.
* Provide adequate training (after attending workshops) to paramedical staff in health programs based on standard guideline such as Acute Respiratory Infection, Control of Disease, Mother Child Health, Expanded program of Immunization, Primary Eye Care etc.
* Supervising para medical staff during deliveries and minor surgeries.
* Managing community based public health program activities to create awareness.
* To ensure that a good standard of cleanness /sanitation is maintained in the work area and in the target area of camps by all personnel under my supervision.
* Responsible for all staff working in BHU. Ensure that staff are working effectively and regularly and report any irregularities if found to immediate supervisor. Check all BHU records regularly and ensure that all the staff at the health unit has recorded their monthly reports effectively
* Manage infrastructure of BHU and utilized government funds as per set standards to provide best quality service to the patients.
* **Internship August 31, 2015 - December 02, 2016**

**Holy Family Hospital Rawalpindi, Pakistan**

During my internship, I performed 30 hours duty on alternate days at below departments.

* Dept. of Medicine, responsibilities included In-patient, Out-patient, Emergency Care and Intensive Care. Looking after patients, taking histories, clinical examinations, critical monitoring, planning investigations and carrying out management plans. Conducted minor procedures like ascetic tap, lumber puncture, plural tap, nasogastric intubation and urinary catheterization. Helped in procedure room where upper and lower GI endoscopy, echocardiography and ETT is performed.
* Dept. of Pediatric Medicine, responsibilities included were Pediatric emergency, Pediatric ICU, Pediatric General ward & Neonatal care unit.
* Dept. of Surgery, responsibilities included were to perform minor surgical procedures in ER/OPD. Assist in major surgeries in OT. Managed surgical OPD and ward.
* Dept. of Obs/Gyne, performed duties in OPD, labor room, OT and wards.

Hobbies and Extra Curricular Activities

* Book and article reading.
* Internet surfing
* Learning about latest technology and advanced medical studies.
* Participated in cultural activities like essay writing, Poem writing and won the prizes.
* Hosting events and competitions at college level.
* Cooking and baking

**Note: References can be provided upon asking.**