



Neelam Nagshi

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📍 Home: Dubai (United Arab Emirates)

SKILLS

Technical

- Proficiency in Microsoft Office including Word, Excel, Powerpoint and Outlook
- Google Workspace
- Sound knowledge of medical terminologies
- Data entry and management
- Typing and keyboarding skills
- File organization and record keeping
- Document formatting and editing

Interpersonal

- Quick learner
- Detail-oriented
- Adaptable and flexible
- Leadership qualities and Cohesive team player
- Excellent communication skills
- Organizational skills
- Empathetic approach to interacting with individuals
- Confidentiality
- Time management
- Problem-solving abilities
- Multitasking

EXPERIENCE

The Kidney Centre

Medical Officer in Paediatric Nephrology

[November 2022-January 2023]

- Managed patient's electronic medical records, ensuring precision in digital documentation and collaborating on insurance paperwork
- Assisted senior doctors in OPDs and attended patients in ER

Lyari General Hospital

House Officer / Intern

(General Surgery, Orthopaedics, Medicine, Paediatrics and Covid ICU)

[June 2020-June 2021]

- Prepared and presented morning reports of patients, illustrating proficiency in creating structured reports and exhibiting a strong sense of responsibility in documentation
- Managed and offered patient care in the ICU, demonstrating adept medical skills in demanding circumstances
- Assisted in a diverse range of major and minor surgeries, managed variety of diseases and implemented treatment protocols

Ruth Pfau Civil Hospital

Internship in the Medicine Ward

[December 2015 & December 2017]

EDUCATION

Bachelor of Medicine & Bachelor of Surgery

Dow University of Health Sciences

[2015-2020]

Intermediate (Pre-Medical)

Khatoon-e-Pakistan Govt Degree College for Women

[2012-2014]

Matriculation (Bio-Science)

Ghulam Hussain Khaliqdina Girls Secondary School

[2010-2012]

VOLUNTEERING

Free Medical Camp

[19 September 2021] [Community Hall, Karachi]

- Exhibited excellent organizational skills in managing patient flow

Free Camp at Al Mustafa Clinic

[23 March, 2021] [Malir, Karachi]

- Diagnosis & treatment of patients

Free Hepatitis B Vaccination Camp

[18 March 2013] [Community Hall, Karachi]

- Test of blood samples for Hepatitis B
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