



ALI AHMED

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EDUCATION

Bachelor of Arts, Awadh
University, Faizabad, India

1997

Higher Secondary Exam.
(Science) (Grade-XII) India

1991

High School Exam (Grade X),
India

1989

Other Qualifications

Diploma in computer application and
multilingual D.T.P, in 2002

COMPUTER APPLICATIONS SKILLS

Good knowledge of Computers
MS Office
Internet & Email

LANGUAGE

English

Hindi

Urdu

ABOUT ME

To be a part of an organization which gives me scope to perform, where I can utilize my abilities and drive to succeed, and which will contribute to my personal career advancement and to the organization's growth and profit.

WORK EXPERIENCE

Mar 2008- Jan 2024

NMC SPECIALTY HOSPITAL, DUBAI, UAE

(JCI QUALITY CERTIFIED HOSPITAL)

Medical Records Assistant

Key responsibilities:

- Daily statistics
- Scanning the Op and IP files
- Issuing Sick leave certificate
- Notifying Infectious diseases to DHA
- Issuing Birth and Death Notifications
- Issuing the hard copy and soft copy of all investigation reports
- Assisting the patients over phone calls
- Merging the files
- Custom report requirements from the hospital
- Receiving and checking the files from the ward.

Feb 2002 to Dec 2006

The M A S Diagnostics Centre, Mumbai, India

Dialysis Technician

Duties and Responsibilities

- Assembling supplies and preparing machinery.
- Testing monitors and machine functions.
- Taking patient vital signs before and after treatment.
- Measuring, calculating and adjusting blood flow and fluid removal rates.