

PRAGATHEESWARAN

Hor Al Anz ,Dubai

+971501589690 | pragatheeswaran.bs@gmail.com

Objective

Detail-oriented Medical Assistant with a strong background in clinical procedures and patient care, seeking a challenging role as a Medical Assistant and Pharmacy Assistant. Committed to delivering high-quality healthcare support and contributing to the efficient operation of a medical facility.

Experience

- SIT AND TALK COMMERCIAL BROKERS -DUBAI -UAE** 2023 - 2024
Admin Assistant
Greet and assist visitors, ensuring a positive and professional first impression. Maintain and update databases, records, and filing systems to ensure easy retrieval and organization of information.
- CHARAN HOSPITALS, Tamilnadu -INDIA** 2015 - 2022
Medical Assistant
Coordinate patient appointments, referrals, and follow-ups. Assist healthcare providers with medical procedures, examinations, and minor surgeries. Dispense prescription medications accurately, following pharmacy protocols and legal requirements.
- HOMEOCARE INTERNATIONAL PRIVATE LIMITED (HOMEOPATHY) -Tamilnadu-INDIA** 2009 - 2015
Medical Assistant and Pharmacy Assistant
Perform routine clinical tasks, such as taking vital signs, recording patient history, and preparing patients for examinations. Maintain accurate and up-to-date patient records using electronic health record (EHR) systems. Interact with patients, addressing inquiries, providing information, and ensuring a positive patient experience. Manage pharmacy inventory, ensuring proper storage and organization of medications.

Education

- Madurai Kamaraj University, Tamilnadu-INDIA** 2008
BBE (Bachelor of Business Economics)
- Prime Institute of Technology -Tamilnadu-INDIA** 2010
HDCA (Honors Diploma In Computer Application)
- Prime Tally Solutions -Tamilnadu-INDIA** 2013
TALLY ERP 9

Skills

- Prescription management, Team Collaboration, Inventory Control, Healthcare Homeopathic Remedies, Accuracy and attention to Detail, Time management, problem Solving, patient confidentiality.

Projects

- Holistic Health Care Awareness**
Planned and executed a community health awareness campaign. Promoting the benefits of homeopathy and holistic well being. conducted workshop on stress management. Nutrition and lifestyle choices to empower participants to take charge of their health.

Achievements

- Implemented inventory management system, reducing medication errors by 20%. Enhanced patient education programs, improving adherence rates by 15%. Streamlined prescription processing, reducing wait times by 30%. Achieved 95% customer satisfaction through personalized service.