

DR AAISHA KHAQAN

MBBS | Healthcare Administration | Medical Coding

Ajman, UAE | Immediately Available

Phone: 00971551481505 | Email: draaishasafwan@gmail.com

PMDC Reg: 53176-P (Valid till 12/2028)

PROFESSIONAL SUMMARY

MBBS doctor based in Ajman with clinical experience in ophthalmology, medical documentation, and hospital workflow management. Recently completed diploma in Healthcare Administration and Medical Coding (KHDA – UAE). Skilled in OPD/IPD coordination, patient communication, and telehealth practices. Seeking opportunities in **Medical Coding, Hospital Administration, Medical Records, or Clinical Support** roles across the UAE. **Immediately available to join.**

CORE SKILLS

- Medical Coding (ICD/CPT/HCPCS)
 - Healthcare Administration (KHDA UAE)
 - Clinical Documentation Review
 - Medical Records & Data Entry
 - OPD/IPD Workflow Management
 - Patient Care & Coordination
 - Time Management & Problem Solving
 - MS Office | Google Workspace | Canva
 - Communication | Team Collaboration
-

EXPERIENCE

Post Graduate Resident – Ophthalmology

Sharif Medical City, Lahore | 2018 – 2020

- Performed OPD assessments, diagnostics, and assisted in surgeries.
- Completed structured ophthalmology training with strong clinical documentation.
- Provided pre/post-operative care and managed patient counseling.

Medical Officer – Ophthalmology

Mayo Hospital, Lahore | 2010 – 2010

- Managed OPD/IPD patients and performed ophthalmic diagnostic tests.
- Assisted in surgeries and maintained accurate patient records.
- Collaborated with consultants for comprehensive care.

House Surgeon – Ophthalmology

Mayo Hospital | 2008 – 2009

- Conducted ocular exams, assisted procedures, educated patients.

House Officer – Medicine

Services Hospital | 2008 – 2008

- Conducted examinations, documented care plans, assisted procedures.
- Completed rotation in Diabetic Management Centre.

Co-Founder & Operations Lead – The Olive Craft

Lahore | 2015 – 2017 | 2020 – 2024

- Managed business operations, logistics, and customer coordination.
 - Improved workflow efficiency and managed digital presence.
 - Developed strong organizational and administrative skills.
-

EDUCATION & CERTIFICATIONS

KHDA Diploma – Healthcare Administration with Medical Coding (UAE)

eDoctor 2.0 Telehealth Program – 33 CME Hours

MCPS Ophthalmology Training – 2020

Sharif Medical City, Lahore

MBBS – 2007

Quaid-e-Azam Medical College

BLS (AHA), CPR/AED & First Aid (Alison)

Primary Surgical Skills | Communication Skills Workshops

LANGUAGES

English (Proficient) | Urdu (Native) | Punjabi (Native) | Basic Arabic
