

Laiba Ali

Sharjah, UAE

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Professional Summary

Healthcare professional (MBBS) with experience in patient coordination, medical record keeping, and administrative support. Skilled in managing confidential information, scheduling, and communicating effectively with patients and multidisciplinary teams. Adept at maintaining accuracy in data entry, billing, and document preparation to ensure smooth clinical operations.

Key Skills

- Medical Terminology & Documentation
- Patient Registration & Scheduling
- Insurance & Billing Coordination
- Electronic Medical Records (EMR)
- Data Entry (50+ WPM)
- Confidential Record Management
- Communication & Team Collaboration
- Basic Life Support Certified
- Phlebotomy
- Sample Collection & Handling
- Blood Transfusion Assistance
- Patient Monitoring

Professional Experience

Medical Intern – Fauji Foundation Hospital, Rawalpindi (2024 – 2025)

- Assisted with patient care, medical record updates, and administrative documentation.
- Coordinated between departments to streamline patient admissions and discharges.
- Supported physicians in preparing reports and handling confidential records.

Volunteer – Community Health & Education Programs (2019 – 2025)

- Provided organizational support for health awareness sessions.
- Helped manage registration and data entry of participants.
- Coordinated logistics for events and maintained attendance records.

Education

Bachelor of Medicine, Bachelor of Surgery (MBBS)

Foundation University Medical College, Islamabad (2019 – 2024)

Certifications

- Basic Life Support (BLS)
- Merit Certificate in Special Pathology
- Merit Certificate in Forensic Medicine

Languages

English, Urdu, Hindi, Mandarin

Availability: Immediate.