

NADIA KHAN

Receptionist / Patient Coordinator

Al Ain, UAE

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PROFESSIONAL SUMMARY

Detail-oriented and patient-focused Receptionist / Patient Coordinator with 2+ years of experience in UAE clinics and hospitals. Skilled in patient registration, appointment scheduling, front desk operations, and coordination with doctors. Familiar with HAAD standards and OPD workflow.

WORK EXPERIENCE**Receptionist / Patient Coordinator**

Classic Care Medical Center – Al Ain, UAE (Mar 2023 – Present)

- Managed front desk operations for 40–60 patients daily
- Patient registration and appointment scheduling
- Coordinated patient flow with doctors and nurses
- Managed calls and WhatsApp inquiries
- Maintained medical records and reports
- Followed HAAD guidelines

CORE SKILLS

Patient Registration, Appointment Scheduling, Front Desk Operations, Patient Coordination, HAAD Compliance, Medical Documentation, Doctor Assistance, MS Word, MS Excel

EDUCATION

Master of Arts – Bacha Khan University (2023)

Bachelor – Bacha Khan University (2020)

FSc Medical – Tajoo Bibi College (2017)

Matric Science – New Islamic Model High School (2014)

LANGUAGES

English (Good), Urdu (Fluent), Pashto (Fluent), Arabic (Basic)

CERTIFICATION

Typing Certificate