

RIGZA RAZZAQ

MEDICAL LABORATORY TECHNOLOGIST

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Serves a critical role in the successful execution and implementation of the Quality Management System (QMS) in the pre-analytical, analytical and post-analytical phases of laboratory. Highly skilled healthcare professional with experience as a **Medical Laboratory Technologist, Patient care and Insurance Coordinator, Research Assistant, and Teaching Assistant**. Proficient in conducting complex laboratory tests, managing patient care workflows, and supporting academic and research initiatives. Demonstrates strong communication and organizational skills, ensuring efficient collaboration across multidisciplinary teams. Committed to delivering high-quality patient care and contributing to advancements in healthcare and education.

EXPERIENCE

HEALTHCARE ASSISTANT

PALMA MEDICAL CENTER

JULY 2023 - PRESENT

- Collaborate with team and register details such as data entry, document preparation, and filing, especially required by Ministry.
- Handle issues and inquiries independently and escalated when necessary.
- Find creative solutions to challenges that may arise in a start-up setting.
- Manage and facilitate the recruitment processes to ensure manpower targets are achieved.
- Build and implement internal communications strategy to engage people and strengthen corporate loyalty.
- Contacting Insurance and companies and approval and claim authorizations.
- Sample collection and handling

MEDICAL LABORATORY TECHNOLOGIST

AL AHLIA MEDICAL CENTER

APRIL 2024 - AUGUST, 2024

SEHA MEDICAL CENTER

SEPTEMBER 2024

THUMBAY LABS

JANUARY 2022 – JULY, 2023

BLOOD TRANSFUSION AND RESEARCH CENTRE

APRIL 2023

UNIVERSITY HOSPITAL SHARJAH

MAY 2022 – JUNE, 2023

- Received and prepared specimens for testing, Performed and observed hematological, biochemical, hemoglobinopathies, blood banking procedures, Microbiological tests, fluid analysis, immunological and pathological tests on patients' specimens and correctly recorded the results.
- Quality Assurance and Quality Control procedures were very well carried out. Served as a frontline professional during Covid-19, collected and processed hundreds of PCR samples. Performed quality control analysis and proficiency testing according to defined procedures.
- Prepared and reconstituted control materials and reagents with appropriate sterilization and decontamination techniques.
- Documented all actions and take corrective measures when necessary.
- Performed, without deviation, all analyses and result reporting according to the associated SOPs. Ensured that all regulatory agency guidelines are met.

RESEARCH ASSISTANT

THUMBAY RESEARCH INSTITUTE FOR PRECISION MEDICINE

JANUARY 2022

- Being a student, I was given an opportunity to observe and learn from different Research Scientists working at TRIPM for their respective experiments.
- I was given wide exposure to variety of tests carried out with cancerous cell lines.
- DNA/RNA integrity and concentration, mycoplasma detection, PCR tests and much more was elaborately explained.
- I was also exposed as to how hypoxic environment is set up which is essential for cancerous cell lines, and this was then compared with Normal cell lines.
- Concepts like liquid biopsy, NGS, functional genomics, imaging, gene editing were introduced.

TEACHING ASSISTANT

AL ANSAR INTERNATIONAL SCHOOL

SEPTEMBER 2017 – MARCH,2018

INTERNATIONAL SCHOOL OF CREATIVE SCIENCE

APRIL 2018 – AUGUST,2018

- Assisted the teacher in delivering lessons and organizing classroom activities.
- Provide individualized attention and assistance to students, addressing their questions and concerns.
- Assisted with the preparation of teaching materials and classroom resources.
- Maintained a safe and inclusive learning environment, ensuring students' wellbeing.
- Served as a substitute teacher in absence of subject teacher.

SKILLS AND COMPETENSE

- Provide comprehensive professional and ethical quality clinical services to patients.
- Conducting physical examinations, tests or procedures to diagnose patients.

- Assessment, Resuscitation and Stabilization of a critically ill patient.
- Exceptional organizational and time management skills.
- Making recommendations for lifestyle changes to improve the patients' quality of life.
- The ability to deal with criticism and work well under severe pressure.
- Adhering to infection-control policies and protocols to protect patients and employees.
- Administering medication topically, orally, and via intravenous or intramuscular injections.
- Proficiency in office software applications (e.g., Microsoft Office Suite).

MEDICAL LICENSE

2023 - 2027

Ministry of Health and Prevention (MOH Activated) – UAE

2025

CPC – Certified Professional Coder

EDUCATION

2018 - 2022

Bachelor of Biomedical Sciences

Gulf Medical University – Ajman, UAE.

2024 - 2025

Newton Training Center

Medical Coding Course

Diploma in Healthcare Administration - KHDA Approved

LANGUAGES

Arabic

Intermediatory

English

Fluent

Hindi/Urdu

Fluent