

PARVEZ ALAM

Patient Care Technician | OPD Assistant | Nursing Assistant | Emergency Care Attendant | Clinic Administrator

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Ready to Relocate: Saudi Arabia | Oman | Qatar | Bahrain | Kuwait

Professional Summary

Dedicated and experienced Patient Care Technician & OPD Assistant with 17 years of continuous hospital & clinic experience. Expert in patient care, triage support, OPD coordination, wound dressing, IV cannulation, ECG handling, injections, vitals monitoring, billing, registration, and staff supervision.

Core Clinical Skills

- Patient Care Assistance (PCA) • IV Cannulation / Injections • Wound Dressing • ECG/EKG Handling • Emergency Care Assistance • Vitals Monitoring • First Aid Support • Patient Mobility & Bedside Care

OPD & Administrative Skills

- Patient Registration & Appointment Handling • Triage Support • OPD Workflow Management • Billing & Insurance Coordination • Queue/Token Management • Staff Supervision (8–12 team members) • Pharmacy Stock & Zero-Expiry Inventory Management • Patient Counselling & Query Handling

Work Experience

OPD Incharge & Patient Care Supervisor Rajvanshi Hospital – Muzaffarnagar, UP (2008–Present) - Managed 150–250 patients/day ensuring smooth OPD operations. - Delivered clinical procedures: IV cannulation, injections, wound dressing, ECG, vital monitoring. - Provided emergency support and first aid. - Supervised 8–12 staff and maintained workflow. - Handled billing, registration, and insurance. - Maintained zero-expiry pharmacy stock. - Ensured high patient satisfaction.

Education

Diploma – Community Medical Service & Essential Drugs (CMS & ED), 2004 Intermediate (Science – Biology), UP Board, 2002

Languages

Hindi – Native English – Fluent Urdu – Basic

Additional Information

Notice Period: 30–45 days Immediate relocation available Valid Indian Driving License References available on request