


Dr. Badriyah Basheer

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Professional Summary

Detail-oriented and compassionate healthcare professional with over 7 years of experience in patient-facing roles, offering deep knowledge of clinical operations, patient education, and electronic health records (EHR) management. Proven ability to coordinate patient care, maintain accurate records, and foster strong patient relationships. Adept at working in fast-paced environments with a focus on empathy and professionalism.

Core Competencies

- Patient Scheduling & Coordination
- Electronic Health Records (EHR)
- Insurance & Documentation Support
- Communication & Interpersonal Skills
- Customer Service Excellence
- Medical Terminology & Clinical Knowledge
- Multilingual: English, Malayalam, Hindi, Tamil

Professional Experience

- Chief Homoeopathic Consultant | Ashraya Homoeopathic Medical Centre, Kollam, Kerala (Sep 2020 – Present)
 - Coordinated patient care from initial consultation to follow-up, improving continuity and satisfaction.
 - Maintained and managed patient records using EHR systems.
 - Supervised junior staff and ensured high-quality patient service delivery.
 - Educated patients on treatment plans and preventive care.
- Medical Officer | Govt Homoeopathic Dispensary, Kollam, Kerala (Jun 2020 – Aug 2020)
 - Handled day-to-day patient interactions, medical documentation, and treatment coordination.
 - Collaborated with medical staff to deliver seamless healthcare services.
- Homoeopathic Consultant | Ashraya Homoeopathic Medical Centre, Kollam, Kerala (Apr 2019 – May 2020)
 - Managed patient flow, scheduled consultations, and coordinated with clinical teams.
 - Provided high-touch support and guidance to patients through their treatment journey.

- Junior Consultant | Dr. Seena's Homoeopathic Centre, Kollam, Kerala (Oct 2018 – Mar 2019)
 - Supported senior consultants in patient intake, data recording, and treatment prep.
 - Delivered customer support, appointment scheduling, and follow-up calls.
- Resident Internee | White Mission Hospital, Tamil Nadu (May 2017 – Jun 2018)
 - Participated in community health camps, screened patients, and managed medical records.
 - Facilitated patient education and follow-up procedures, enhancing care outcomes.

Education

BHMS – Tamilnadu Dr. MGR Medical University, Chennai (2012 – 2018 | Score: 66.3%)

Technical & Soft Skills

- EHR Management (Electronic Health Records)
- Microsoft Office Suite
- Time Management & Task Prioritization
- Empathy, Active Listening & Problem-Solving
- Attention to Detail

Languages

- English (Fluent)
- Malayalam (Native)
- Hindi (Fluent)
- Tamil (Conversational)

Personal Details

Nationality	:	Indian
Passport No	:	B6410518
Date of Birth	:	02-July-1993
Gender	:	Female
Marital Status	:	Married

Declaration

I do hereby declare that all the information furnished above are true and correct to the best of my knowledge and belief

Place: Sharjah, UAE

Dr. Badriyah Basheer