

Ali Ahmed

+44 1214960508
example@cvmaker.uk

London, United Kingdom

Work experience

Medical Assistant

NHS, London

2023 – Present

Assist with general nursing tasks such as new patient health checks, urine analysis, ECGs, and blood pressure readings. Support with specimen testing and transportation. Record patient vital signs and medical history, ensuring compliance with electronic health records (EHR) systems. Help with minor procedures and wound care using sterile techniques. Sanitise the equipment, document and administer medication as prescribed by healthcare providers. Educate patients on medications, treatments, and postoperative care.

- Implemented an efficient appointment scheduling system, reducing patient wait times by 15%
- Implemented a new patient intake system, reducing record-keeping errors by 20%
- Trained and mentored 5 new interns on clinical procedures and EHR management.

Medical Assistant Trainee

University College London Hospital

2021 – 2023

Welcomed and registered patients, verifying personal information and preparing them for examinations. Assisted with daily tasks like collecting and preparing laboratory specimens, performing lab tests under supervision, restocking supplies, and ensuring all the equipment was clean and sterile. Scheduled patient appointments and recorded medical records and health concerns. Addressed patient concerns and processed insurance and billing information.

- Implemented a patient tracking system that reduced wait times by 20%, improving patient satisfaction scores by 15%.
- Conducted patient education on medication and special diets, resulting in a 30% increase in patient compliance.
- Managed inventory of medical supplies, reducing waste by 10% and saving the organisation £1,000 annually.

Education

GCSE

City College Plymouth

6 GCSEs at grades 9 to 4 (A* to C), including Biology, Chemistry, Mathematics, and English, 2018

Personal profile

Compassionate Medical Assistant with 3+ years of experience providing high-quality healthcare support. Proficient in patient care, administrative tasks, and clinical procedures. Skilled in multitasking and resolving patients' complaints with professionalism. Committed to patient comfort and accuracy in medical record-keeping. Strong collaboration and communication skills, adept at enhancing patient care and streamlining operations.

Skills

Patient care

Electronic Health Records (EHR) management

Cardiopulmonary Resuscitation (CPR)

Medical administration

Health and safety regulations

Phlebotomy and specimen collection

Electrocardiogram (EKG)

Vital signs measurement

Certificates

- Level 3 Diploma in Healthcare Support, NCFE CACHE, 2024
- Basic Life Support (BLS) Certification, St John Ambulance, 2023
- Level 3 Certificate in Medical Administration, AMSPAR, 2022