Kiran Saeed, 12 Yale Avenue, Jersey city, NJ, 07304 (312) 918-2134 kiransaeed55@gmail.com

 **Objective:**

 My goal is to obtain a position as a Medical Assistant Where I can utilize my knowledge

 Strong people skill, organization abilities, I possess the knowledge of managing electronic

 health records and the importance of being HIPAA complaint.

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 **Professional skills:**

* Various Medical diagnose testing
* Urinalysis
* Exam Preparation
* Communication skills
* Bookkeeping/Billing
* injections
* Venipuncture
* Measuring and documenting vital signs
* Patient positioning
* All administrative and clinical scheduling Instrument Preparation
* office Administration
* Laboratory Techniques
* Chart documentation
* formatting a chart chronologically
* Type 35 WPM
* Accurate pt, intake
* Medisoft software

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**Work experience:**

Shadman restaurant:

 Responsibilities Included:

 Pick up calls, Handle customers, pack food, Handled all cash, confirmed customer satisfaction, completed customer orders, assisted manager supply orders,.

BDB construction:

Responsibilities Included:

Provided quotes to customers, Scheduled clients appointments, answered phones, assured client satisfaction, and confirmed employee safety environment.

**Education:**

Branford Hall Institute

10/2018-5/2019

Medical Assistant Diploma

**Certifications:**

Cardiopulmonary Resuscitation, American Association

Medical Assistant certification