

Moshmmat Hadiza Akter

90-14 180th street

Jamaica NY 11432

cell:(929) 485-9128

luckyislam407@gmail.com

OBJECTIVE:

To Secure a Challenging position in a Medical office With Office With increasing Professional growth and Professional achievement where I may utilize my skill.

EDUCATION:

Allen School Of Health Sciences, Jamaica NY 11432

Admit Date: 04 /17/2021 MEDICAL ASSISTANT

PROGRAM DIPLOMA 11/31/2021

Cambria Heights Academy, Queens 1880-04 91 st ave

NY 11432 — HIGH SCHOOL DIPLOMA Sep 2020

Admit Date: 03/29/2018

PROFESSIONAL WORK EXPERIENCE:

10/14/2021: Hope Medical Services PC Jamaica NY 11432

JOB DUTIES: Medical Assistant

- Doing EKG and ABI on a daily basis
- Answering incoming telephone calls,
- Updating Patient’s files, verify Patient’s
- Card,Scheduling,Appointment filing medical Record. Taking Patient’s History.

QUALIFICATIONS:

- EKG
- Vital Signs
- Urinalysis
- Insurance Verification
- Patient History
- Appointment Scheduling
- Specimen Collection

SKILLS:

Able to type 45 w.p.m. Operate and maintain. Computing, Calculator, Operate and navigate EKG machine.

LANGUAGES:

English , Hindi ,Urdu, Bangla

REFERENCES

Will be furnished upon request.

EXPERIENCE

EMR And Scanning

EXPERIENCE

AMAZON 10 columbus Cir NY 10019 — Personal Shopper - Present

JOB DUTIES : Take Order And Customer service

