

# Zahra Moiz

Reg#68698-S | Karachi, Pakistan | zam128@gmail.com | +92 332-2004753

## Medical Officer

### PROFESSIONAL SUMMARY

Highly motivated and dedicated Medical Officer with one year of experience in providing exceptional patient care and medical support. Proficient in diagnosing and treating various medical conditions while adhering to established protocols and guidelines. Demonstrated ability to work effectively in fast-paced and high-pressure environments, while maintaining a strong focus on patient safety and satisfaction. Excellent interpersonal and communication skills, fostering strong relationships with patients, colleagues, and healthcare teams. Proven track record of effectively managing patient caseloads and coordinating multidisciplinary care. Committed to staying updated on the latest medical advancements and evidence-based practices, utilizing a continuous learning approach to enhance knowledge and skills.

### AREAS OF EXPERTISE

Clinical Diagnosis | Continuous Learning | Emergency Medical Response | Clinical Procedures | Disease Management | Technology Integration | Medication Prescription & Administration | Patient Counselling | Medical Records Management | Medical Ethics and Legal Compliance | Health Promotion and Preventive Care | Patient-Care & Management | Electronic Medical Records (EMR) Systems | Flexibility and Adaptability | Professional Development

### WORK EXPERIENCE

#### Resident Medical Officer

2023 - 2025

Sindh Institute of Urology and Transplant

- Work closely with other healthcare professionals, such as nurses, specialists, and therapists, to coordinate patient care and ensure effective communication.
- Provide patients with information about their medical conditions, and preventive measures to promote self-care and informed decision-making.
- Perform comprehensive physical examinations, review medical histories, and order and interpret diagnostic tests.
- Maintain accurate and up-to-date medical records, document diagnoses, treatments, and patient progress, and ensure compliance with legal and ethical standards.

#### Class Teacher

2021 to 2022

Saifiyah Boys School - Karachi, Pakistan

- Develop structured lesson plans based on curriculum guidelines, to engage students and facilitate learning.
- Deliver lessons effectively, explaining concepts, providing demonstrations, and facilitating discussions to promote student understanding and active participation.
- Design and administer assessments, to evaluate student learning, provide feedback, and track progress.
- Utilize educational technology tools and resources effectively to enhance teaching and learning experiences, and promote digital literacy.
- Collaborate with peers, administrators, and support staff to share best practices, develop interdisciplinary projects, and create a supportive and cohesive learning community.

#### Medical Officer

2019 to 2020

National Medical Centre (NMC) - Karachi, Pakistan

- Perform comprehensive physical examinations, review medical histories, and order and interpret diagnostic tests.
- Determine appropriate medications and dosages for patients, and follow instructions on medication administration.
- Assess and monitor patients' responses to treatment, adjust treatment plans as instructed, and ensure patient safety.
- Work closely with other healthcare professionals, such as nurses, specialists, and therapists, to coordinate patient care and ensure effective communication.
- Maintain accurate and up-to-date medical records, document diagnoses, treatments, and patient progress, and ensure compliance with legal and ethical standards.
- Provide patients with information about their medical conditions, and preventive measures to promote self-care and informed decision-making.

- Clerk preoperative patients to ensure thorough preparation and comprehensive understanding of the patient's medical condition prior to surgery.
- Practice pediatric history-taking and counseling techniques on pediatric patients and guardians to update patient records and educate guardians on their child's health condition.
- Manage preoperative and postoperative care protocols to oversee patients undergoing CABG or valve replacement procedures.

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## **EDUCATION**

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**IELTS CLB: 9.0 | 2022**

Cambridge.

**Blended Teaching Excellence Course | 2021**

Teachers' Development Centre, Karachi, Pakistan.

**MBBS | 2014**

Liaquat College of Medicine & Dentistry, Karachi, Pakistan.

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## **ADDITIONAL TRAINING & COURSES**

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**SIUT Live Surgery Workshop & 23<sup>rd</sup> APAPU Meeting – 2023**

**Clinical Antibiotic Use (Online Certificate Course) – Private – 2023**

**Ultrasound Certificate Course – Private – 2023**

**Trauma Management (Online Certificate Course) – Private – 2023.**

**Family Medicine (Online Certificate Course) – Zia Uddin Hospital – 2022.**

**Masterclass in Rheumatology – Shifa Hospital – 2021.**

**Masterclass in Neurosurgery – Shifa Hospital – 2020.**

**Basic Life Support – AKUH – 2017.**

**Basic Surgical Skills Workshop – AKUH – 2017.**

**1st Psychiatry Certificate Course – AKUH – 2016.**

**Workshop on Research Methodology, Basic Biostatistics and SPSS – BUMDC – 2016.**

**Parasitic Diseases: Improving Quality of Diagnosis to International Standards – AKUH – 2016.**

**HIV Exposure Among Health Care Providers: How to Reduce the Risk? – AKUH – 2016.**

**Resuscitation Updates 2015 AHA Guidelines – LNH – 2016.**

**PSSLD Certificate Course in Liver Diseases – AKUH – 2016.**

**BLS For Healthcare Providers Course – LNH – 2014.**

**10th Neurology Certificate Course – AKUH – 2014.**

**Elective: Emergency Medicine – LNH – 2014.**

**7th Annual meeting of PSSLD “Preventing Liver Diseases and its Complications” – AKUH – 2013.**

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## **PRESENTATIONS**

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**CPC of Diarrhea and IMNCI Guidelines – SESSI Hospital – 2014.**

**CPC of Small Bowel Obstruction – SESSI Hospital – 2013.**

**CPC of Maculo-Papular Rash – SESSI Hospital – 2013.**

**Atherosclerosis – LCMD & DSH – 2012.**