

# CURRICULUM VITAE

## PERSONAL INFORMATION

<b>Name</b>	Muhammad Naeem Akhtar
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<b>E-mail</b>	dr.naeem37@gmail.com
<b>Nationality</b>	Pakistani
<b>Date of birth</b>	23-03-1987
<b>Availability</b>	Immediate
<b>Driving License</b>	Yes ( UAE & Pakistan )



## AIMS AND OBJECTIVES

To obtain a challenging and career oriented position in an organization to apply / enhance my interpersonal and human skills to contribute in the organization's success

## EDUCATION AND TRAINING

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| • Dates (from – to)  | From 2005 to 2010                                    |
| • Name and type of organization providing education and training | Government College University, Faisalabad, Pakistan. |
| • Title of qualification awarded                                 | Degree of Doctor of Pharmacy ( Pharm D )             |
| • Dates (from – to)  | From 2002 to 2004                                    |
| • Name and type of organization providing education and training | Government Degree College, Alipur, Pakistan.         |
| • Title of qualification awarded                                 | Intermediate Examination (Pre-Medical Group)         |
| • Dates (from – to)  | From 1999 to 2001                                    |
| • Name and type of organization providing education and training | Rashid Minhas Public School, Alipur, Pakistan.       |
| • Title of qualification awarded                                 | Secondary School Certificate Examination             |

## WORK EXPERIENCE

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|--|---|
| • Dates (from – to)                    | From 20 February, 2109 to present   |
| • Name and address of employer         | Bab al Teb Medical Centre and Pharmacy LLC, Musaffah , Abu Dhabi, UAE   |
| • Type of business or sector           | Healthcare facility   |
| Occupation or position held            | Insurance and Operations Supervisor   |
| • Main activities and Responsibilities | <ul style="list-style-type: none"><li>Managing day-to-day activities, analyzing statistics and reading and writing reports,</li><li>Dealing with Insurance-related activities, Revenue Cycle Management (RCM), the claims submission, online approvals, ICD/CPT codes, billing process with the insurance companies, and correction of Codes.</li><li>Liaising with other team members, including interacting with managers of different areas of the organization,</li></ul> |

<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and address of employer <ul style="list-style-type: none"> <li>• Type of business or sector</li> <li>• Occupation or position held</li> <li>• Main activities and Responsibilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✚ Presenting findings to stakeholders and higher management as well as training and supervising new employees and tracking and measuring staff performance.</li> <li>✚ Managing quality assurance programs, supervising, hiring, and training other employees, monitoring existing processes and analyzing their effectiveness</li> <li>✚ Creating strategies to improve productivity and efficiency.</li> </ul> <p>From 20 February, 2018 to 15 February, 2019</p> <p>Golden Tulip medical Centre and Pharmacy LLC, Musaffah, Abu Dhabi, UAE</p> <p>Healthcare Facility</p> <p>Pharmacy and Insurance Coordinator</p> <ul style="list-style-type: none"> <li>✚ Experience in submission and resubmission</li> <li>✚ Researched and solved claims and billing issues</li> <li>✚ Interfaced with insurance carriers and other healthcare providers</li> <li>✚ Assisted patients with eligibility and benefit coverage questions</li> <li>✚ Acquired specific CPT and ICD-10 codes to ensure proper treatment and billing of all detailed procedures</li> <li>✚ Maintained transaction report for client billing</li> <li>✚ Trained employees on various medical insurance policies</li> <li>✚ Liaison for patients and insurance company including claims processing, analyzing insurance receivables and reports</li> </ul>
<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and address of employer <ul style="list-style-type: none"> <li>• Type of business or sector</li> <li>• Occupation or position held</li> <li>• Main activities and Responsibilities</li> </ul> </li> </ul>	<p>From 08 March, 2017 to 28 January 2018</p> <p>Medpharm Research lab</p> <p>Healthcare facility</p> <p>Warehouse Manager</p> <ul style="list-style-type: none"> <li>✚ Devising ways to optimize inventory control procedures</li> <li>✚ Inspecting the levels of business supplies and raw material to identify shortages</li> <li>✚ Ensuring product stock is adequate for all distribution channels and can cover direct demand from customers</li> <li>✚ Record daily deliveries and shipments to reconcile inventory</li> <li>✚ Use software to monitor demand and document characteristics of inventory</li> <li>✚ Place orders to replenish stock avoiding insufficiencies or excessive surplus</li> <li>✚ Analyze data to anticipate future needs</li> <li>✚ Evaluate suppliers to achieve cost-effective deals and maintain trust relationships</li> <li>✚ Collaborate with warehouse employees and other staff to ensure business goals are met</li> <li>✚ Report to upper management on stock levels, issues etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Dates (from – to)</li> <li>• Name and address of employer <ul style="list-style-type: none"> <li>• Type of business or sector</li> <li>• Occupation or position held</li> <li>• Main activities and responsibilities</li> </ul> </li> </ul>	<p>From 10 September, 2013 to 20 September, 2016</p> <p>Noor and Sons Pharmacy, Faisalabad, Pakistan</p> <p>Private Company</p> <p>Clinical Pharmacist</p> <ul style="list-style-type: none"> <li>✚ Developing clinical pharmacy programs according to policies and regulations.</li> <li>✚ Reviewing records of patients to determine the appropriateness of medication therapy.</li> <li>✚ Evaluating patient's condition to ensure all issues are being treated.</li> <li>✚ Develop clinical pharmacy programs according to policies and regulations.</li> <li>✚ Review records of patients to determine the appropriateness of medication therapy.</li> <li>✚ Evaluate patient's condition to ensure all issues are being treated.</li> <li>✚ Identify untreated health problems and refer patients to appropriate physicians.</li> </ul>

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
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  - Main activities and responsibilities

- ✚ Develop effective medication plans that minimize the risk of adverse side-effects.
- ✚ Consult on dosages, medication substances etc.
- ✚ Advise on the correct administration of drugs.
- ✚ Assess the results of pharmaceutical treatments.
- ✚ Collaborate with healthcare professionals to ensure optimal patient care.
- ✚ Keep accurate documentation of medication plans and patient progress.

From 13 August, 2009 to 12 September, 2009

Allied Hospital Faisalabad, Pakistan

Government Hospital

Clinical Pharmacist apprenticeship

- ✚ Assessing the status of the patient's health problems and determine whether the prescribed medications are optimally meeting the patient's needs and goals of care.
- ✚ Evaluate the appropriateness and effectiveness of the patient's medications.
- ✚ Recognize untreated health problems that could be improved or resolved with appropriate medication therapy.
- ✚ Follow the patient's progress to determine the effects of the patient's medications on his or her health.
- ✚ Consult with the patient's physicians and other health care providers in selecting the medication therapy that best meets the patient's needs and contributes effectively to the overall therapy goals.
- ✚ Advise the patient on how to best take his or her medications.

- Dates (from – to)
- Name and address of employer
  - Type of business or sector
  - Occupation or position held
  - Main activities and responsibilities

From 28 July, 2008 to 27 September, 2008

Allied Hospital Faisalabad, Pakistan

Government Hospital

Clinical Pharmacist Internship

- ✚ Provide a consistent process of patient care that ensures the appropriateness, effectiveness, and safety of the patient's medication use.
- ✚ Consult with the patient's physician(s) and other health care provider(s) to develop and implement a medication plan that can meet the overall goals of patient care established by the health care team.
- ✚ Apply specialized knowledge of the scientific and clinical use of medications, including medication action, dosing, adverse effects, and drug interactions, in performing their patient care activities in collaboration with other members of the health care team.

## PERSONAL SKILLS AND COMPETENCES

### MOTHER TONGUE

### URDU

### OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

### English

Excellent  
Excellent  
Excellent