

# Dr. Javid Iqbal

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## OBJECTIVE

To seek a challenging position in a progressive and dynamic organization with an aim to contribute positively towards the objectives of the organization to the best of my capabilities and to develop professional skills.

## EDUCATION

Particulars	Institute	Year	Status / Achievements / Highlights
Medical Doctor (Bachelor of Medicine)	Russian State Medical University, Moscow Russia	1993-2000	Qualified
Higher Secondary School (Pre-Medical)	Pakistan Education Centre, Doha Qatar	1993	Passed
Secondary School	Pakistan Education Centre, Doha Qatar	1991	Passed

## EXPERIENCE

### Professional Tools & Trading Co. W.L.L

**Feb 2006 to Present**

I worked as **Health and Business Manager** in Professional Tools and Trading Limited. My key responsibilities include:

- Taking care of all health issues of staff and providing them guidance for their problems.
- Providing all information to the company staff related to health issues.
- Arrangement for issue of health cards and renewal of health cards.
- Arrangement for hospital and clinic appointments for staff requiring medical needs.
- Taking care of all health cover plans for the staff of the company.
- Managing wide range of operations related to Administration, and Staffing
- Costing of the inventory
- Coordinate with sales staff and purchasing staff when situation deems it necessary;

### Professional Tools & Trading Co. W.L.L

**Sep 2004 to Jan 2006**

I worked as **Health Information Coordinator** in Professional Tools and Trading Limited. My key responsibilities include:

- Taking care of all health issues of staff and providing them guidance for their problems.
- Providing all information to the company staff related to health issues.
- Arrangement for issue of health cards and renewal of health cards.
- Advising and implementation of injury free measure for labours on working sites.

### Hamad Medical Corporation, Doha Qatar

**Sep 2003 to Aug 2004**

I did an **Internship** of one year on rotation through Medical, Paediatric, Orthopaedic and Family Medicine. My duties included the following.

- Patient History
  - Physical Examination
  - Differential diagnosis
  - Follow up the patients in wards
- Examine patients in clinic

### Family Hospital, Lahore – Pakistan

**Jan 2002 to June 2003**

I worked as General Physician for period of more than one year.

- Worked indoor and outdoor facilities to see patients of different disciplines that is medical, surgery.
- Prescribed treatment to the patients coming in outdoor clinic of the hospital on day to day basis.
- Capable of diagnosing, interpreting different lab and investigation test of patients.
- Attended some minor emergency in the hospital.
- Assisted some minor and major surgeries.

Capable of treatment with intravenous medications

## Family Hospital, Lahore – Pakistan

*Jan 2001 to Jan 2002*

I worked as house Physician for period of more than one year. Did rotation in medicine and general surgery departments.

- Patient History
- Physical Examination
- Differential diagnosis
- Follow up the patients in wards
- Examine patients in clinic

## OTHER SKILLS & EXPERTISE

- Strong Interpersonal and Communication Skills
- Proficient in Quick book and other software
- Proficient in all components of Microsoft Office, particularly MS Word, MS Excel and Power Point.

## PERSONAL DETAILS

### General Information

- |                  |  |
|------------------|--|
| ▪ Date of Birth: | 15th May, 1974                           |
| ▪ Nationality:   | Pakistani                                |
| ▪ Languages:     | Arabic, English, Russian, Urdu & Punjabi |
| ▪ Gender:        | Male                                     |
| ▪ Marital Status | Married                                  |

## REFERENCES

Will be provided on request.

## AVAILABILITY

Immediate