

Anam Asif

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## **Professional Summary**

Dedicated and detail-oriented healthcare professional with a clinical background as an internationally trained dentist (BDS) and over seven years of experience in healthcare administration and clinic management. Adept at scheduling, coordinating patient care, and managing operational workflows to ensure an exceptional client experience. Proven ability to handle complex scheduling demands, maintain data integrity, and foster collaborative relationships with clinical staff and clients. Seeking to leverage organizational, administrative, and communication skills.

## **Key Competencies**

- Scheduling & Coordination of Care
- Client & Patient Experience Management
- Data Entry & Record Management
- Administrative Operations & Workflow Optimization
- EMR Management & Regulatory Compliance
- Strong Communication & Interpersonal Skills
- Team Leadership & Staff Training
- Problem-Solving & Decision-Making

## **Professional Experience**

### **Associate Dentist & Clinic Manager | The Dental Sphere | Nov 2019 – Feb 2025**

- Managed clinic operations, including scheduling and coordinating patient care to ensure seamless service delivery.
- Handled patient intake, scheduling, and follow-ups while maintaining confidentiality and accuracy in record-keeping.
- Collaborated with clinical staff to develop care plans and ensure service alignment with patient needs.
- Directed procurement processes and managed inventory to optimize resource allocation and minimize costs.
- Conducted data entry tasks, maintained EMR systems, and resolved client queries promptly, ensuring data accuracy and compliance.

- Delivered a high standard of patient service as the first and last point of contact, gathering and acting on client feedback for service improvement.
- Trained and supported new staff members in clinic operations and administrative workflows.

### **Associate Dentist** | Dr. Ahsan's Dental Surgery | Oct 2018 – Mar 2019

- Spearheaded the development of procurement protocols and optimized supply chain management.
- Analyzed and resolved operational challenges, ensuring timely delivery of care services.
- Supported recruitment efforts by participating in interviews and offering strategic hiring recommendations.

### **Education**

- Bachelor of Dental Surgery (BDS)

Karachi Medical and Dental College | August 2017

### **Skills**

- Clerical & Administrative Expertise: Proficient in managing healthcare documentation and administrative workflows.
- Data Management: Skilled in EMR systems, scheduling software, and maintaining data accuracy.
- Communication: Excellent written and verbal communication skills for clear documentation and stakeholder engagement.
- Organizational Skills: Proven ability to multitask, prioritize, and meet deadlines in fast-paced environments.
- Customer Service: Committed to enhancing client satisfaction and experience.
- Computer Proficiency: MS Office Suite (Excel, PowerPoint), and data entry systems.