

MOHAMED KALIDH ANWARDEEN
Healthcare Professional
kalidhkalidh22@gmail.com
+918754715541
Guduvancherry , Chengalpattu District, Tamilnadu, India
www.linkedin.com/in/mohamed-kalidh-073223271



PROFESSIONAL SUMMARY

Results-driven healthcare professional with a UK Master’s degree and 3+ years of experience across healthcare administration, patient coordination, clinical support, research, and academic engagement. Demonstrated expertise in patient access management, insurance authorization, medical documentation, compliance, reporting, and operational process improvement. Strong background in stakeholder management, leadership, and administrative coordination, with additional experience as a Volunteer Lecturer in the UK supporting healthcare education and research initiatives.

WORK EXPERIENCE

Health Care Assistant , Roster Care Limited , United Kingdom.

May 2024- June 2025

- Used digital diagnostic systems and monitoring tools to support efficient clinical workflows
- Analyzed and documented complex patient data with high accuracy and compliance Coordinated with clinicians and teams to deliver timely, high-quality outcomes.
- Met insurance approval and submission TATs (24–48 hours) with high first-pass accuracy and minimal rejections.
- Supported patient access, scheduling, admissions, and discharge coordination, improving workflow efficiency.
- Maintained 100% compliance with UK healthcare documentation, data protection, and confidentiality standards.
- Managed medical records, correspondence, and executive documentation with high accuracy and audit readiness.
- Contributed to healthcare research activities through data collection, reporting, and administrative support.
- Consistently met KPIs for turnaround time, quality, accuracy, and patient communication across Departments.

Cardiac Physiologist - Internship , SRM University, Tamilnadu.

August 2022- July 2023

- Applied strong patient communication, consent handling, and service coordination skills.
- Strengthened understanding of clinical workflows, diagnostics, and multidisciplinary care, enhancing effectiveness in Patient Relations, Access, and Administration roles.
- Assisted in ECG, TMT, Holter, and Echocardiography procedures under cardiologist supervision.
- Supported cardiac diagnostics, patient preparation, monitoring, and reporting.
- Coordinated with clinicians, nurses, and admin teams to ensure smooth patient flow.
- Maintained accurate clinical documentation and patient records as per protocols.
- Educated patients on procedures, safety, and follow-up care, enhancing patient experience.

Senior Patient Relations Executive, Vendhan Hospital, Saravanapakkam,Tamilnadu

July 10 2025- March 2026

- Managed appointments, medical documentation, and reporting similar to medical secretary responsibilities.
- Supervised front office and patient service operations during peak hours and critical situations.
- Assisted hospital management in operational decision-making and administrative coordination during crucial times.
- Ensured compliance with hospital protocols, patient service standards, and quality guidelines.
- Handled escalated patient concerns and VIP patient coordination with senior medical staff.
- Initiated process improvements and service strategies to enhance patient satisfaction and workflow efficiency.
- Mentored and trained junior staff, improving team efficiency and service quality.
- Facilitated staff communication and team meetings to align operational goals and service standards

EDUCATION

Bachelor of Science In Cardiac Care Technology

SRM University ,Chengalpattu District,Tamilnadu, india

July 2019- July 2023

Master Of Science In Global Public Health

University Of Essex, Colchester, Essex, CO43TB, United Kingdom.

October 2023-March 2025

PERSONAL DETAILS

- Name: Mohamed Kalidh Anwardeen
- Date Of Birth : 10.07.2001
- Marital Status : Single
- Languages Known : Tamil, English, Urdu, Hindi.
- Contact Number: +91 8754715541

CERTIFICATIONS

- Certified General Duty Assistant
- Certified Health Care Professional with Mandatory Practical Training
- Member Of Association of Allied Health Professionals

SKILLS

- | | | |
|---|--------------------------------------|-------------------------|
| • inpatient and outpatient Coordination | • Stakeholder & Secretarial Support | |
| • CRM& executive Medicals | • Leadership & Medical Records | • Team Management |
| • Patient Complaints & Patient Registration | • Data Entry & Reception Supervision | • Oncall doctors/nurses |
| • Auditing | • Confidentiality &Ethics | • Calendar Management |
| • Report writing | • Patient Logistics | |

DECLARATION

I here by declare that the information provided above is true and correct to the best of my knowledge and belief.
I take full responsibility for the accuracy of the particulars mentioned .

Yours Faithfully,
Mohamed Kalidh Anwardeen