

Dr. Warda Mirza

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PROFILE

Medical graduate with 2+ years of clinical and administrative experience. Skilled in patient care, document coordination, and regulatory compliance. Efficient multitasker with a strong background in medical settings.

EXPERIENCE

Researcher – Zakat App (Feeling Blessed)

Remote

Mar 2025 – May 2025

- Conducted research on zakat distribution models and charitable donation trends.
- Assisted in improving the user experience by providing insights on donor behavior.
- Collaborated with product and content teams to ensure accuracy of religious and financial information.

Medical House Officer

Dubai Health Authority, UAE

Feb 2020 – Mar 2021

- Documented patient history, vitals, and test results in EMRs.
- Rotated through internal medicine, pediatrics, surgery, and more.
- Treated a range of acute and chronic conditions.

Administrative & Documentation Coordinator

Dubai Health Authority, UAE

Feb 2020 – Mar 2021

- Tracked and verified doctors' documentation for DHA submission.
- Ensured timely license renewals and regulatory compliance.
- Managed digital records and audit preparation.

Rapid Response Doctor / Swab Collector

Hind Humanitarian Centre, UAE

Apr 2020 – May 2020

- Provided ICU care to COVID+ patients.
- Collected swabs and followed up with patients remotely.

Medical Intern

Tongren Hospital, China

May 2018 – Jun 2019

- Took patient histories, conducted exams, assisted in diagnosis.

Medical Assistant

Peking People's Hospital, China

Feb 2017 – Apr 2019

- Supported WHO research projects.
- Contributed to clinical studies in oncology.

Data Science Intern

Atoms Camp, UAE

Dec 2023 – Feb 2024

- Delivered AI/data solutions for Upwork clients.

Nursing Assistant (KHDA Approved)

Strong Point Institute, UAE

Aug 2021 – Dec 2021

ESL Teacher

Top English, China

Feb 2014 – Jun 2019

EDUCATION**MBBS**

Capital Medical University, China

Sep 2013 – Jun 2019

Data Science

Atomcamp (Online)

SKILLS

- Document Management & DHA Compliance
 - Health Authority Coordination
 - EMR Systems
 - Microsoft Office, Python, SQL
 - Teamwork & Communication
 - Patient Care
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LANGUAGES

- Urdu (Native)
- English (C1)
- Chinese (B1)
- Arabic (Basic)