

ALMAS KHAN

Healthcare & Diagnostic Operations Professional

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Transferable Iqama | Valid Saudi Driving License | Nationality : Indian

PROFESSIONAL SUMMARY

Highly organized and performance-driven Healthcare & Diagnostic Operations Specialist with 12+ years of extensive experience across diagnostic centers, radiology units, community health organizations, and OPD operations. Strong expertise in CT/MRI workflow coordination, lab operations, medicine procurement, patient handling, and documentation. Known for maintaining high service quality, accuracy, discipline, and operational excellence within Saudi MOH & leading hospital standards.

CORE COMPETENCIES

- Diagnostic Center Operations Management
- CT, MRI & Laboratory Workflow Coordination
- Patient Handling & Service Quality
- Medicine Procurement & Stock Management
- Dialysis Coordination Support
- Healthcare Documentation & Reporting
- Staff Training & Supervision
- MS Excel (Basic)
- PCARE Software
- Medical Camp Planning & Execution

PROFESSIONAL EXPERIENCE

Operation & Management Executive–Samarpan Imaging & Diagnostic Solutions (Jan 2019 – Aug 2025)

- Directed daily operations of a high-volume diagnostic center.
- Managed CT, MRI, and pathology workflows ensuring smooth coordination.
- Ensured high-quality patient handling & reporting timelines.
- Managed consumables, stock control & procurement.
- Reduced waiting time through workflow improvements.

Senior Healthcare Executive–Pakiza Charitable Trust (Feb 2014 – Dec 2018)

- Managed medicine purchasing, inventory & expiry tracking.
- Coordinated CT, MRI, lab tests & dialysis services.
- Improved patient flow in OPD & diagnostics.
- Supported radiology & pathology teams with streamlined processes.

Supervisor – Healthcare Operations–Sunni Welfare Committee (Aug 2013 – Jan 2014)

- Organized large community health camps end-to-end.
- Coordinated doctors, technicians & volunteers.
- Managed medicine stock & camp logistics.
- Ensured accurate registration & documentation.

EDUCATION

- Bachelor of Science (B.Sc) in Microbiology - 2012
- Higher Secondary (Science) - 2009
- Secondary School - 2007

LANGUAGES

- English - Professional Working Proficiency
- Hindi - Native / Fluent
- Arabic - Intermediate

STRENGTHS

- Communication & Patient Interaction
- Accuracy & Attention to Detail
- Leadership & Coordination
- Time Management & Process Optimization
- Fast Learner & Disciplined