

Saqib Saddique

Medical Laboratory Technologist & Medical Receptionist

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Ghauri Town Phase 4-B, Islamabad

SUMMARY

A versatile and driven healthcare and administrative professional with a strong background in clinical practice, patient care, and front-desk operations. Experienced as a Phlebotomist, Lab Technologist, and Front Desk Officer, with strong knowledge of safe phlebotomy practices and infection control standards. Well-versed in International Patient Safety Goals (IPSG/IBGS principles), laboratory compliance, audits, and quality assurance procedures. Skilled in managing patient collection points, ensuring proper sample handling, and maintaining accuracy and safety in high-pressure clinical environments. Competent in administrative operations, patient coordination, and customer service, with a proven ability to handle inquiries, resolve issues efficiently, and maintain smooth workflow in healthcare settings. A fast learner with the ability to quickly adapt to new systems, protocols, and responsibilities across different healthcare and operational roles. Fluent in English, Urdu, and Punjabi, enabling clear and effective communication with diverse patients and teams. Strong commitment to professionalism, patient safety, and continuous improvement in healthcare service delivery.

KEY COMPETENCIES

- Strong interpersonal and communication skills for effective interaction with patients, clients, and healthcare team members
- Proficient in diagnostic procedures including X-rays, OPGs, ECGs, and laboratory testing
- Knowledge of safe phlebotomy practices and adherence to infection control protocols
- Understanding of International Patient Safety Goals (IPSG) and healthcare compliance standards
- Experience in laboratory operations, sample collection, handling, and processing
- Skilled in administrative and front desk responsibilities including patient management and coordination
- Efficient multitasking and strong organizational abilities in both clinical and administrative settings
- Commitment to safety protocols, quality assurance, and standard operating procedures
- Strong problem-solving skills with the ability to make quick and effective decisions
- Fast learner with the ability to adapt to new systems, environments, and responsibilities under pressure
- Ability to perform effectively in high-pressure healthcare environments while maintaining accuracy and professionalism

EDUCATION

Superior University of Lahore BS in Medical Lab Science (BS-MLS)

2020-2024

GOVT. Post Graduate College Vehari FSC Pre-Medical 2018-2020

Punjab College Secondary Campus Vehari (Metric)

2016-2018

PROFESSIONAL EXPERIENCE

Agha Medical Hospital Islamabad
Medical Receptionist & Phlebotomist

February 2, 2026 – Present

- Delivered patient-centered phlebotomy services with high precision, ensuring safety, comfort, and minimal patient discomfort
 - Applied Safe Phlebotomy techniques with strict patient identification protocols and error-free sample collection
 - Ensured full compliance with Infection Prevention & Biosafety Guidelines (IBGS) and clinical quality standards
 - Maintained proper use of PPE and performed safe sharps disposal according to healthcare safety protocols
 - Implemented sterilization and infection control measures to prevent cross-contamination
 - Managed front desk operations, including patient registration, scheduling, and inquiry handling
 - Maintained accurate electronic medical records (EMR) while ensuring strict confidentiality
 - Collaborated with healthcare teams to ensure efficient workflow and patient flow management
 - Enhanced patient satisfaction through professional communication and service excellence
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Pakistan Air Force Hospital (PAF) Islamabad
Unit Receptionist & DEO

October 4, 2025 – 30 JAN,2026

- Managed high-volume patient registration and appointment scheduling systems with speed and accuracy
- Maintained and updated patient records in the Hospital Management System (HMS) ensuring data accuracy and integrity
- Ensured 100% confidentiality and compliance with patient data protection policies
- Coordinated with doctors, nurses, and departments to improve patient flow and operational efficiency
- Prepared and managed official documentation, reports, and records with strong attention to detail
- Delivered professional patient support and communication, enhancing overall service experience
- Supported administrative functions, contributing to smooth and organized unit operations
- Demonstrated strong multitasking, problem-solving, and organizational skills in a fast-paced environment

Islamabad Diagnostic Centre
Phlebotomist & Receptionist

November 5, 2024 – 31 May,2025

- Performed phlebotomy procedures, including blood sample collection with precision and care.
- Handled front desk responsibilities, including patient registration, scheduling, and inquiries.
- Conducted X-rays, OPGs, and ECGs as part of diagnostic services.
- Ensured adherence to safety and hygiene protocols while managing diagnostic equipment.

Shaukat Khanum Collection Center Lahore
Phlebotomist & Front Desk Officer (FDO)

November 1, 2023 – 31 DEC,2024

- Collected blood and other specimens from patients, following safety and hygiene protocols.
- Maintained accurate patient records and ensured timely delivery of samples for testing.
- Worked closely with laboratory staff to ensure high-quality diagnostic results. Provided
- patient support and handled difficult blood draws with professionalism.

SKILLS

- Expertise in blood collection (Vacutainer & Syringe methods) and safe phlebotomy practices
- Strong knowledge of Infection Prevention & Biosafety Guidelines (IBGS)
- Proper use of PPE, sterilization, disinfection, and safe sharps disposal
- Proficient in specimen handling and laboratory procedures
- Skilled in performing X-rays, OPGs, ECGs, and diagnostic tests
- Patient-centered care with strong communication and handling skills
- Experience in Hospital Management System (HMS) and Electronic Medical Records (EMR)
- Efficient in patient registration, appointment scheduling, and front desk operations
- Strong customer service skills with ability to handle patient inquiries professionally
- Good command of medical documentation, reporting, and data entry