



Nima Mohamed

Coordinator

[View profile on Dweet](#)

Languages

English

About

With extensive retail experience, I excel in customer engagement, styling, upselling and handling transactions. My adaptability is proven across diverse environments from high-street to flagship stores. Proficient in fashion to fragrances, I am flexible with schedules and tasks for temporary roles.

BRANDS WORKED WITH

Gucci

Heathrow Airport

Primark

World Duty Free

ZARA

Experience



● MDT Coordinator/Data Tracker(Cancer)

Imperial College Healthcare NHS Trust | Jan 2017 - Now

- Preparing all documentation, data, patient records, imaging & pathology for MDT meetings
- Preparing & attending weekly PTL review meetings with the Specialty Manager for Cancer
- Coordinating the MDT across the whole cancer pathway in the delivery of cancer services
- Ensuring all patients are treated within national targets set for cancer patients
- Knowledgeable of each individual patient pathway, monitoring progress & timely interventions
- Developed admin systems for service improvement, care quality & streamlining patient journeys
- Developed information systems for the recording & reporting of clinical and performance data
- Working across multiple systems, ensuring key clinical & admin data is recorded and validated
- Responsible for admin coordination & sequencing of clinical pathways 200+ cancer patients
- Coordination, organisation & modification of clinical interventions & activities for several patients
- Challenging patients' journeys progress with all members of the cancer MDT
- Persuading clinical service providers to alter existing appointments to ensure cancer pathways
- Communicating changes to planned appointments directly to patients and their carers
- Dealing with non-clinical queries from general practitioners and members of the MDT
- Facilitation & coordination of MDT meetings
- Providing administrative support for specialist MDT meetings
- Taking minutes, recording MDT meetings, checking & distributing said minute with great accuracy
- Liaising with clinical & admin staff to develop patients schedules to be discussed at MDT meetings
- Ensuring that any follow-up actions from MDT meetings are carried as per the clinical teams
- Developing clinical information systems to capture national cancer data set and clinical outcomes
- Ensuring accurate & timely capture of data to meet Trust standards & professional bodies
- Preparing data reports & providing feedback regularly to the MDT
- Modernisation of cancer services to improve patient consultation, diagnosis & treatment
- Recording & interpreting data on MDT processes
- Manual of Cancer Quality Measures, NHS Cancer Plan & NICE Guidance standards monitoring
- Undertaking internal audit and patient satisfaction surveys
- Supervising junior staff within the department, providing training & support to data entry clerks
- Providing regular reports on service development to MDT & promote stakeholders awareness



- **MDT Assistant**

Hammersmith Hospital | Jan 2016 - Jan 2017

- Represented Cancer Services at meeting and worked with a range of internal stakeholders
- Communicated a range of information including formal/informal meetings, written & electronic
- Received, filtered, monitored & actioned messages & dealt with telephone enquiries
- Exchange confidential, sensitive information with staff, service users & carers
- Assisted Cancer Pathway Co-ordinators with the preparation of notes for MDT meetings
- Was responsible for recording all "non-cancer" histology results on patient records within SCR
- Was responsible for checking deceased patients on SCR and updating their status
- Transferred diagnosis details from clinical correspondence to SCR and closed patient record
- Carried out general office duties, including dealing with patient enquires & appointments
- Ensured all information was accurate, up-to-date & compliant with Trust policy

- **Billing Clerk**

Charing cross hospital | Jan 2015 - Jan 2016

- Liaised with different departments to collect prices & procedural data to bill private patients
- Handled cash & cheque payments at the cashier desk
- Dealt with customer queries either over the phone or face to face
- Created & issued invoices to private patients
- Processed credit memos
- Prepared account statements for private patients
- Followed up on outstanding payments and answered patient queries
- Monitored all payments & prepared monthly billing reports
- Managed account balances & resolved inconsistencies
- Assisted the accounting department with the preparation of financial reports
- Updated accounting records with invoices, processed payments, & new balances



- **Passenger Ambassador/Customer Service**

Heathrow Airport | Jan 2012 - Jan 2015

- **Marketing Assistant Intern (PT)**

Markosia Enterprises Ltd | Jan 2013 - Jan 2013

- **Office Assistant**

Perspective Call Centre | Jan 2008 - Jan 2008

Education & Training

2012

- **Ritz-Carlton**

Gold Standards of Customer Service Training Programme,

2011

- **University of the Arts**

BA (Hons) International Travel and Tourism Communication,

2008

- **Uxbridge College**

BTEC National in Travel and Tourism – Distinction,

2005

- **Greenford High School**

BTEC First Diploma Media Studies – Distinction,

