



Naji Al-Oueini

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👤 31/06/1993, Lebanon

OBJECTIVES

Seeking to apply my strategic analytical skills to the HR manager at your company. I am interested in a management position where I can increase my leadership abilities through regularly encountering and solving problems, managing budgets and meeting targets.

WORK EXPERIENCE

2017 - Present

Clemenceau Medical Center
Affiliated with John Hopkins International
Senior Patient Service Coordinator

Our role is to inform & secure all patient related information. In addition to filing, retrieval, storage, compilation, coding, sorting mail, and faxing necessary records and updating files. Patients are also communicated the conditions of coverage. Moreover, we participate in performance improvement activities at CMC. Finally, we coordinate with various departments to make sure patient is treated on time (lab, endo, radio).

2015 - 2016

MTC Multipac Company, Kuwait
Factory Assistant Manager

Overview the workflow and minimize risks.

Fulfill the gaps and report them to the manager on a daily basis.

2014 - 2015

Pattern Events Company, Kuwait
Team Leader & Marketing Runner

Ensure that clients are receiving the needed information in the best way.

Manage the team members' schedule.

Influence and support the team.

2011 - 2013

True Line Company For Advertising, Kuwait
Promoter - Supervisor

As promoters, we demonstrate the features of the product or service to potential customers while staying up to date with their features.
As supervisors, we encourage team members to enhance the productivity, set goals for better performance, and receive complaints and resolve problems.

2009 - 2011

Youshi Institution, Kuwait
Salesman

Selling products using solid arguments to existing and prospective customers.

Establish, develop and maintain positive business and customer relationships.

EDUCATION

Masters in Business Administration

Arts, Sciences and Technology University, Beirut, Lebanon
Graduation year: 2021

B.A in Business Administration

Arts, Sciences and Technology University, Beirut, Lebanon
Graduation year: 2016

Lebanese Baccalaureate II with emphasis on life science
Al Najat Private School, Al-Salmiya, Kuwait
Graduation year: 2011

ABILITIES

- Work well under pressure.
- Excellent communication skills.
- Fast learner, efficient.
- Able to work in diverse dynamic and challenging situations.

LANGUAGES

Arabic
English