












FATIMA SHAIK MOHAMMED BAGAI





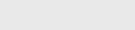
Personal

-  **Address**
Abu Dhabi Shakhbout City
Abu Dhabi
-  **Phone number**
0522828076
-  **Email**
fatimaalkindi93@gmail.com
-  **Date of birth**
25-06-1995
-  **Place of birth**
Abu Dhabi
-  **Gender**
Female
-  **Nationality**
Indian
-  **Marital status**
Single

Interests

-  An active member of a local football team.
-  Humanitarian Aide and Special needs support and Volunteer work
-  I taught myself Turkish, Urdu and Hindi.
Interests with language learning.

Languages

- Arabic 
- English 
- Urdu 
- Hindi 
- Turkish 

To be an active member of a team where I can use my skills and knowledge to work towards both self and organizational development.

Work experience

- Sales officer** Mar 2018 - Sep 2018
Tawfeer Company, Abu Dhabi
Selling discount cards for hotels and restaurants through the telephone.
- Legal translator** Oct 2018 - Nov 2018
Al Wissam Legal Translation, Abu Dhabi
Tranlated medical and other documents from English to Arabic and vice versa. Even tranlated some documents from Hindi to English and Arabic.
- Customer Service Assistant** Mar 2019 - Sep 2019
Universal Hospital, Abu Dhabi
Coding the medical reports and its operations.
Documenting daily doctor's schedules.
Translating to the patients the doctor's notes.
Guiding the patients to their respective consultants.
- Data Entry** Sep 2019 - Jan 2020
Adecco Middle East Recruitment Services Sole Properties L.L.C, Abu Dhabi
Scanning and entering the hardware documents to their specified fields.
Quality check and analysis of the data entered.
- Volunteer** Apr 2020 - May 2020
Red Crescent, Abu Dhabi
Sanitising and avoiding the customers from crowd in Bawabat Ash Sharq Mall.





Education and Qualifications

- Bachelor of Health Information Management** Jun 2016 - Oct 2020
Emirates College of Technology, Abu Dhabi
Graduated with honors. CGPA is 3.8

References

- Mr. Shehab** Universal Hospital
050 831 7000
- Ahmed Sulaiman** Adecco
0567899921

Skills

- Microsoft Word 
- Microsoft Access 
- Powerpoint 
- ICD 10 
- CPT 