**Miss. Sumaya Kamel Khalid**

Abu Dhabi – UAE

Mobile: 050-1821338

E-mail: sumayakamel\_92@hotmail.com

Position for**: Receptionist.**

Sir/madam,

My aim is to showcase my skills and experience as a receptionist. I'll be passionate about my work and if given a chance I'll be ready to expose myself into different sectors of work into the industry and would be faithful to the company always. **.**

**PERSONAL SKILLS :-**

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* Actively seek out ways to improve job knowledge and techniques
* Well versed with Windows Operating system
* Good Knowledge in working with MS Office

**ATTRIBUTES :-**

* Determined, Hardworking, friendly, ability to deal and interact with People & Trust worthy.
* Ability to work under pressure & hardworking.
* Keeping sense of Willingness to learn & Co-Operate with others.
* Inter personal & Communication Skill.

**QUALIFICATIONS:-**

* High School from **Ashbal Al Quds Private School, Abu Dhabi.**
* **Banking Diploma** from **Emirates Institute for banking and financial Studies. (2011-2013)**
* **Bachelor of finance and banking from Emirates Institute for banking and financial Studies.(2017-2019)**

**Experience:**

**Company: Reviera Medical Centre**

**Position: Receptionist**

**Work period ( Feb 2015 - Sep 2016 )**

**Responsibilities includes:**

* Responsible for greeting guests, employees and visitors in a professional and courteous manner.
* Handle the tasks of receiving incoming calls and transferring it to the appropriate person.
* Responsible for scheduling and confirming appointments and follow-up patients.
* Accept incoming deliveries and direct them appropriately as well as assist with office mailing and sorting.
* Perform other clerical duties as needed such as creating/ typing reports or letters, filing and photocopying.
* Also well maintaining the patient data/ medical records.
* Follow up with the insurance approval and payment.
* Preparing a daily report for the patient count and payment.

**Personal Details:**

Name : Sumaya Kamel Khalid

Nationality. : Palestinian

Date of Birth : 19 Oct, 1992

Languages known : English, Arabic

Visa status : Father Sponsorship.

Driving License : Available

I would appreciate meeting you at the earliest convenience in order to discuss further.

**Declaration**

I hereby declare that the aforesaid particulars are true to the best of my knowledge and belief.

Your's very truly

**Sumaya Kamel Khalid**