



Hebah Al Momani

Amman, ZIP: +962 Jordan.

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Patient Administrator Customer services &Administrative Professional

Admin Officer|Secretary | Personal Assistant

A highly talented Assistant in managements/Admin officer credited with experience in providing exceptional administrative and Customer services support and assured accountabilities are completed on time and with expected confidentiality. Extremely accurate and organized with proven skills. Quest for next level of success as an Administrative, Finance or management within a dynamic, high-growth organization that welcomes fresh ideas, initiative, dedication, and experience and demands excellence in consistently meeting business objectives. Self-starter with excellent oral and written communication skills. Proven team player with the ability to work with people at all levels of a corporation.

CORE COMPETENCIES

Document Preparation•File Management• Customer Relationships• Communication Skills
Time Management •Performance Assessment•Office Management•Interpersonal Skills
Data Processing•Administrative Support•Team Player•Strategy and Delivery

EXPERIENCES AND ACHIEVEMENTS

Dr Manal Awad Dental Clinic, Amman, Jordan

Sep 2020– Present

Secretary and Dental Assistant

My Work in the clinic as a secretary:

- ♦ Coordinated appointments and schedules.
- ♦ Receives patients and help them to fill the files and enter this data on the system on computer.
- ♦ Coordinated the patient who has health insurance and follow the procedures to obtain medical approval.
- ♦ Manage Accounting system and cash.

My Work in the clinic as a Dental Assistant:

- ♦ Open the files on X-Ray and Oral camera system.
- ♦ Preparing the required tools for the doctor according to the case of the patient.
- ♦ Sterilization of clinic and tools after each patient.

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Russeel medical supplies, Amman, Jordan

Dec 2018– June 2019

Office Coordinator

In cooperation with the sales manager and the sales representatives in the company we have been doing our best to activate the sales movement of the medical equipment we deal with, we were bidding with the Jordanian Ministry of Health and the Kingdom's private and government hospitals. My job in this area was to prepare the file to be delivered to the tender on time Electronically, coordinating with the sales transfer company and sending e-mails to the manufacturers outside the country, coordinating with them to receive shipments and communicating with the clearance company. Even the shipment is delivered to our warehouse, interaction and cooperation with the sales manager and my colleagues. The desired level of success for our company.

Mediclinic Middle East and Al Noor Hospital Groups, Abu Dhabi, UAE

April 2016– April 2018

Patient Administrator, Customer services, Secretary

In coordination with supervisor and colleagues, managed all administrative tasks in the field. Set up and maintained accurate and effective general filling system for the project in accordance with applicable project instructions. Sustained keep record of everyday activities and health information concerning each child.

- ♦ Coordinated appointments and schedules.
- ♦ Resolved administrative problems by coordinating preparation of reports.
- ♦

Acting School manager, and IT teacher, Al Mawhiba Private School, Muscat, Sultanate of Oman
September 2013 – October 2015

Ensured effective use of time and resources - including formulated documentation in time for internal/external meetings. Executed and listed multitude of complex administrative duties, and updated databases as per the company policies.

- ♦ Proficiently planned & organized meeting, delivered excellent support to managers and co-workers which increased overall efficiency.
- ♦ Directed and arranged of papers, reports in development for monthly meetings and proactively answered to emails.

IT Teacher, Ajloun, Jordan

September 2012 – June 2013

Oversaw and handled the day-to-day activities of the office.

Aided in document scanned & repossessed as well as ensured they are listed into the system.

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EDUCATION & CERTIFICATION

Computer Science, Bachelor, Al-Balqa` Applied University, Ajloun, Jordan, July 2012

High School (Senior Secondary School Cert), Ajloun, Jordan, 2008

Certificate in ICDL October 2014, Cambridge International Examinations – Ajloun , Jordan

PERSONAL DETAILS AND LANGUAGE PROFICIENCY

Full Name: Hebah Amin Farhan Al Momany

Date of Birth; 2nd December, 1990

Nationality; Jordanian

Marital Status: Single

Languages: Arabic: Mother Tongue

English: (fluent)

References; Upon Request