MARTINA

Martina.160456@2freemail.com

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| **Personal Information** |
|  | Date of Birth:20/9/1989 Marital Status:MarriedDriving license: Valid with private car available UAE Residence visa: Valid until Jan 2020  |
| **education** |
|  | Sep 2010 Alexandria University Alexandria , Egypt * Faculty of commerce
 |
| **objective** |
|  | Seeking for job opportunity to a career that suites my aims, Education, studies and culture. Improves my personality, skills, and experience |
| **skills** |
|  | **Computer Skills:*** Excellent Knowledge of Ms Windows and Internet
* Very Good Knowledge of Ms Office
* Good knowledge of adope photoshop

**Language Skills:*** Native language Arabic
* Good command of both written and spoken English

 **Additional Skills:*** High ability to work under stress and timeframe
* Excellent organizational skills and ability to multitasks
* Excellent communication skills with colleagues and supervisors

 Strong ability to work successfully in a team. |
| **wORK EXPERIENCE** |
|  | Sep 2014 – Feb 2015 Obagi Medispa *Receptionist*,▪ Booking appointments▪ Confirming the appointment day or two before via phone or SMS▪ Updating patients data on system and hard copy files.▪ answering phones and provide the required information▪ welcome the walk in customers and provide assistanceMay 2011 – Jan 2014 St. Mark Hospital *Receptionist*,▪ Handling customers issues and complains.▪ Provide individuals with any assitance they need.▪ Provide other companies with necessary information they need to establish medical insurance. ▪ administrational works▪ Part time / Ticketing officer  Nov 2010 – Apr 2011 Global finance center *Accountant*  ▪ Controling purchases and sales database.▪ Controling revenues and expenses database.▪ submitting monthly,weekly & daily reports to the management . |

**CERTIFICATES**

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***Dec 2010 Finished International computer driving license*** (ICDL)

***May 2009 Finished An English convarsation course by***

ST. Peter Languages center

 *Thanks for your time*