MARTINA

[Martina.160456@2freemail.com](mailto:Martina.160456@2freemail.com)

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| **Personal Information** | |
|  | Date of Birth:20/9/1989  Marital Status:Married  Driving 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 assistance  May 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*