R AN I A

Rania.269697@2freemail.com

 accomplished ,driven and interested in holding a career in forieng affairs or a governmental institution and obtain a position that will enable me to use my strong organizational skills educational backgrounds and ability to work well with people.

 EDUCATION

Bachelor Of Art in English Literature OCT 2007

KING ABDULAZIZ UNIVERSITY; JEDDAH. SA

* emphasis on history of English literature.
* Courses: history of English, general linguistics , spoken English and phonetics ,educational and planning management.

QUALIFICATIONS

* mature and eager to learn and grow, and passionate about holding a managerial position in a successful organization to further utilize my existing abilities and gain new skills.
* energetic personality that inspires people to want to work for me.
* excellent computer skills that are related to MS office or the internet.
* remarkable abilities to solve problems.
* patience, friendly attitude and good interpersonal skills.
* great leadership, and proficient in both oral and verbal communication.

PROFFESIONAL EXPERIENCE

hospital admission clerk

king faisal specialist hospital & research center , Jeddah , KSA

2008 - 2014

* performing tasks of admitting and discharging patients
* explained rules and regulations to the patients and their family members.
* maintained personal information of the patients into the database.
* obtained signed statements from the patients to protect the interest of the hospital.
* monitored and controlled placement and transfer of patients to appropriate wards.
* ensured a proper record of emergency notification, payment information and insurance companies for future use.
* initiated and was able to train new employees and trainees effectively.

ACHIEVMENTS

* developed and implemented new idea that helped in organizing paper-based department data to further obtain much easier admission process.
* volunteered and assisted in covering a colleague for over a year in time of shortage.
* been complimented by supervisor and co workers.
* gained good amount of medical terminology and health related information.
* received awards and related-courses completion certificates and appreciation letters.

REFERENCES

available upon request.