**JULIET**

**OBJECTIVES**

* To be able to practice, learn and experience what I have embodied in my work experience, enhance my knowledge in the field of the latter and to contribute to the attainment of the company's mission-vision.

**STRENGTH/ SKILLS**

* Well developed communication skills
* Good command in English and speak Arabic
* Friendly personality
* Able to work as part of a team
* Computer literate, knowledge in Word Processing, Spread Sheet or Excel,

Powerpoint and other Basic Computer Operations

* Filing, encoding, and can operate office equipment
* Ultrasound Care Assistant

**WORK EXPERIENCE**

* **Radiology Receptionist - Secretary**
* **Ultrasound Care Assistant**

**Al Salama One Day Surgery Center**

Al Salama Hospital Group

Baniyas East, Abu Dhabi UAE

December 2012 up to present

**Nature of Work**

* Performs a wide variety of typing assignments including, requisitions, forms, etc.
* Greet patients and families in a professional and caring manner.
* Assists in gathering information for the preparation of reports and patient tests.
* Schedules procedures and exams in computer system.
* Ability to operate computer order entry system.
* Maintains record keeping and filing system of reports, films, CD's, walk in patients from other facilities and requisitions according to departmental policies
* Classifies, sorts and files correspondences, records and other documents accordingly.
* Answers patient’s general questions regarding exams.
* Assisting the patient in booking appointment for their follow up date with the reception.
* Insurance works; informing the patient after approval comes.
* Assisting the doctor in filling the module for the patient’s file (Ultrasound procedure, educational background, etc.)

**Nature of Work as Secretary**

* Monitoring and filing the outgoing & incoming files.
* Checking and monitoring checklist from the department.
* Creating and monitoring Doctor’s monthly schedule within our department.
* Maintains department stock and orders supplies as needed.
* Monitoring and filing monthly radiological statistics.
* Encodes correspondences
* Does other related jobs as required
* **Customer Service Staff**

**ACS Marketing (Metro Bank)**

Quezon City, Manila Philippines

September 2010- 2012

**Nature of Work**

* Receiving of incoming calls, receiving and sending of fax messages.
* Making the customer feel that we are ready & happy to serve them.
* Handled customer concern and see to it that they are acknowledged & addressed immediately.
* Assists customers in their inquiries & performs other duties as may be assigned.

**EDUCATIONAL BACKGROUND**

College : Bachelor of Science in Agricultural Engineering

 Cagayan State University (CSU)

 Tuguegarao City, Philippines

 2002-2007

**PERSONAL DATA**

Date of Birth : October 8, 1985

Age : 30

Height : 5’2”

Weight : 160 lbs

Religion : Roman Catholic

Civil Status : Single

Nationality : Filipino

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