***Sara***

***Objectives***

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals. Seeking a position that will benefit from my Sales experience, positive interaction skills and industry contacts where my five years’ experience can improve the sales results. More or less, to create sales business strategies and develop existing customer sales, marketing tools and product launching.

Highly motivated hard working and good oriented with good teamwork skills.

Seeking a challenging and long-term career in a well-known and reputable organization, this will utilize my skills and qualification in the field of customer services, as well as offers potential growth opportunity.

***work experience :***

*Exeter Medical Center*

# **For Bone & Joint Health**

(**ABU DHABI-UAE)**

**From july 2015 to present**

**Front Desk Receptionist - CALL CENTER- CUSTOMER SERVICE**

**Responsibilities**

* Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries.
* Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.
* Helps patients in distress by responding to emergencies.

Multi-tasking, Flexibility, Telephone Skills, Customer Service, Time Management, Organization, Attention to Detail, Scheduling, Word Processing , Professionalism, Quality Focus.

**- sacoor brothers - abu dhabi – uae -**

**- from april 2014 to july 2015 - sales assistant**

**Responsibilities**

* Greeting customers who enter the shop.
* Being responsible for processing cash and card payments.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts

**- land mark group – dubai & abu dhabi – uae.**

**- from may 2013 to april 2014.**

**- customer service.**

**Responsibilities:**

* Dealing different ages from children with professional way .
* Teaching Children with different ages.
* Welcome with children parents and take all information from them.
* Make professional activities to children to improve children skills .

**- alexandria new medical center (ANMC) .**

**- from oct 2009 to April 2013 – alexandria – egypt.**

**- customer service and assistant**

**Responsibilities:**

* Interfaces with patients and families, physicians and staff.
* Assists with admitting patients and process their paperwork.
* Update patient demographics information in system .
* Collect monies due and document in the billing system.
* Handle funds per office procedure.
* Prepares patient charts, operates telephone system.
* Routes calls to correct area and takes messages duties assigned by business.

**-Starz nursery school.**

**-from may 2007 to sep 2009 – alexandria –egypt.**

**-english teacher.**

**Responsibilities:**

* Provide students with right educational activities and experiences enabling them to fulfill their potential for intellectual, emotional, physical and social growth.
* Help students develop necessary skills to be productive member of society.
* Design, write and utilize lesson plans conforming to school’s curriculum.
* Ensure written plans are available for review.
* Ensure lesson plans are modified depending on different student learning styles.
* Implement apt instructional and learning strategies, activities, materials and equipment to ensure students learn and comprehend quickly.
* Design and develop instructional activities using data from student learning style assessments
* Oversee and manage student behavior in agreement with student handbook.
* Involve in English Language book, equipment and material selection.
* Participate in conferences to establish communication rapport with parents, students, Principal and teachers.
* Develop and maintain professional relationship with colleagues, students, parents and community members.

*Education:*

Bachelor of Arts, sociology Department, Alexandria University,

Egypt May 2004 / 2005.

*Languages:*

Arabic: mother tongue

English: V.Good (reading, writing, speaking and listening)

*Courses :*

* ICDL Courses.
* Front office Skills Development.

***Personal Information :***

Nationality : Egyptian

Marital Status : Single

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

