**NAHEEDA**

**TOURIST CLUB AREA**

naheeda.306220@2freemail.com

Visa: Fathers Visa

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**OBJECTIVE**

To Join An Organization Where I Can Hold My Professional Skills To Utmost Achieving Success For Both My Organization And Myself. I Aim For Continuous Learning Process Where I Am Able To Refine And Hone My Skill Further To Work More Effectively And Efficiently In Today’s Competitive World.

**CAREER PROFILE**

         Ability to manage multiple tasks

         Strong desire for constant self- improvement

         Good communication skills

         Motivated, determined, dream driven individual

**KNOWLEDGE AND SKILLS**

         MS Office Programs (Excel, Word, Power point)

         Excellent Customer Service

         Being efficient and thorough in professional work

         Able to speak English ,Urdu and Hindi fluently, moderate ability in Arabic

**WORK EXPERIENCE**

* **MIDDLE EAST SPECIALIST MEDICAL CENTER**

Muroor Road, Abu Dhabi- U.A.E. (December2016-Present)

**ReceptionistCum Biller**

* **Duties and responsibilities**
* Greeted, assisted and directed guests, workers, visitors and the general public
* Answered all incoming calls and handled caller’s inquiries
* Provided office support services so as to ensure efficiency
* Responded to guests and public inquiries
* Received, directed and passed on telephone fax messages
* Registering the patient and verifying their insurance coverage
* Collecting the information required to create a claim
* Working directly with the insurance company, healthcare provider, and patient to get a claim processed and paid
* Reviewing and appealing unpaid and denied claims
* Handling collections on unpaid accounts
* Managing the facility’s Accounts Receivable report
* **SHAIKH KHALIFA BIN ZAYED ARAB PAKISTANI SCHOOL**

Murrorroad ., Abu Dhabi, U.A.E. (October 2006-December 2013)

**Assistant Teacher**

* Help the teacher to maintain order in the classroom.
* Ensure that the students are obeying the rules and discipline unruly pupils when necessary.
* Accompany students on field trips or at extracurricular events.
* Responsible for helping students learn in that specific environment, such as teaching them how to locate books or use a software program.
* Give individual attention to disabled students in the regular classroom.
* Communicate with patients and center staff to maintain a positive working environment.
* Assist lead teacher in lesson delivery and presentation
* Administer behavior of students to create a safe classroom’s environment
* Prepare and organize different teaching aids for use in classroom
* Heat up and serve lunches, and assist children in eating
* Maintain a clean, safe and a fully organized classroom
* Assist with execution of individual development plans
* Maintain files and records of children s’ progress
* Participate in teacher-parent meetings
* Develop curiosity, exploration, and problem-solving skills among children
* Manage emergencies during and after school
* Organize extra-curricular activities, special events, and workshops
* **SAPIL PERFUME COMPANY**(ABU DHABI)

**Worked as a sales Representative**

**EDUCATION**

* Elementary 1to 8 from Little flower private school
* Secondary School Certificate (S.S.C) From Sheikh Khalifa Bin Zayed Arab Pakistani School, Abu Dhabi, U.A.E.
* Higher Secondary School Certificate (H.S.S.C) From ShaikhKhalifa Bin Zayed Arab Pakistani School, Abu Dhabi, U.A.E

**PERSONAL DETAILS**

Date of Birth:                 December 05, 1992

Religion:                           Muslim

Civil Status:                     Single

Citizenship:                       Pakistan

Language:                         English, urdu, Hindi and moderate Arabic

Visa Status:                      Fathers Visa