**Yahya**

**Yahya.338088@2freemail.com**

Personal Information

Nationality :Jordanian

D.O.B : November 26th.1966

Profile: Male, Married

Preferred Location: Not specified

Salary Expectation: Not specified

Address : Almaqam Alain ,UAE

Education

**Oct 1992** **Security Officers Training Academy, California USA .**

1. Fire Arms Course.
2. Side handle Baton.
3. Power to Arrest.
4. MEDIC FIRST AID (CPR/ First Aid) .Authorization number .

**Oct 2001** Computer course (windows,word,excel,power point), Ibn Khaldoun Institute,alain UAE. **Jan 2005** Basic Medical Terminology , Tawam Hospital Approved by the California Board. **Jun 2008** BLS American Heart Association , Tawam Hospital LSTC (BLS for healthcare).  **Oct 2016** Sign language , Zayed Higher organization First level, Alain UAE.

Objective

 To actively Pursue employment opportunities with a progressive Organization, Which will effectively utilize my experience and proven capabilities to get a position in your organization .

Experience

Sep 2003-Present **Tawam Hospital, Alain UAE**

 Patient Access Representative ,Patient affairs

* Registering patients in computer ,writing history of disease of patient.
* Up date patient information ,scan patients ID and Insurance card in cerner.
* Booking patients appointment in out patient clinics .
* Submit insurance forms to get approval from insurance main office .
* Follow up with insurance companies to get the Approvals.
* Interrupting between nurses and patients .
* Open cash drawer to collect co-payments,Deposit money for self pay patient.

Aug 2002- Aug 2003 **AlBustan center & Resident Dubai, UAE**

 Asst. Chief Security ( Acting Chief Security )

* Directly in charge of security department.
* Control daily operation ,Distributing security officers
* Responsible of 640 deluxe furnitured apartments
* Responsible of shopping mall ,swimming pool and Dubai festival coupons.

Aug 1998 -Aug 2002 **Tawam hospital , Alain UAE**

 Asst. Security Officer

* Directly Responsible of hospital property
* Provide safe environment for employees ,patients and visitors
* Control and oversee visitors behaviors
* Patrolling Jahili clinic and Dental center .

Aug 1985to Aug 1990 **Kuwait Airways (Kuwait )**

 Aircraft Mechanic

* Preparing airplanes for takeoff and landing
* Completing transit and major check
* Quick maintenance for engine and air frame on Boeing and Airbus
* Clear defects on pilot tech log .