***AMANI***

***AMANI.364992@2freemail.com*** ***London, United Kingdom***

***Bachelor of Arts English Literature & Linguistics Graduate - National Certified Administrator - Dedicated, Regimented, with a passion for providing dynamic skills. Challenge driven with proficient work experience in achieving objectives. Building profitable rapport with managers, supervisors, staff & clients from all ethnic & cultural backgrounds with professional level of confidentiality. Eager to enhance knowledge/ expertise & a fast learner.***

***Key Skills***

* ***Exceptional organizational & liaison skills***
* ***Prioritizing & managing multiple work streams towards targets***
* ***Minute taking - Attention to details & accuracy***
* ***Efficiency in MS Office, & Mac OS X iWorks***
* ***Management of diaries, meetings, events, travels***
* ***Audio transcription - adequate knowledge of medical terminology***
* ***Writing reports, briefing papers, professional presentations using MS Power Point or Apple Keynote***
* ***Literature Editing & Proofreading***
* ***Mastering English & Arabic languages (verbal-written-keyboard-translation-interpretation)***

***Education***

***Certified in Customer Service, MS Presentations & Spreadsheet,*** *London, UK*

*The Chartered Institute of IT (bcs), ECDL (European Community Driving License) Foundation*

***National Certified Medical Assistant,*** *New York, USA*

*National Association of Medical Professionals*

***Certified Medical Administrator (AMSPAR),*** *Watford, UK*

*Association of Medical Secretaries, Practice Managers, Administrators & Receptionists - West Herts College*

***Bachelor of Arts; English Literature & Linguistics,*** *Riyadh, KSA*

*King Saud University (fully accredited in UK & USA)*

***Further Courses***

***Moodle MOOC on WizIQ (Teaching online in virtual classrooms)***

*Integrating Technology for Active Lifelong learning (Online Course: Toronto, Canada): Dr Nellie Deutsch, Consultant and E-Learning Professional Development Specialist*

***Anatomy & Physiology, Microbiology, Psychology, Human Development (Life Span), Statistics***

*Manatee Community College, Bradenton, USA*

***Work Experience***

***Translator, Editor & Proofreader*** Jan 2015-Current

***Online & Onsite***

\* English/ Arabic & Arabic/ English Translation (oral, written & on web) \* Reviewing, editing & proofreading literature of varied research projects for university students \* Excellent attention on spelling mistakes, missing words, punctuation & capitalisation \* Accurate focus on structuring, clarity, logic and consistency \* Improving final layout for an outstanding presentation \* Experienced in the foll­­­owing: dissertations, essays, reports, short stories, articles, screenplays/ scripts, brochures, resumes, letters, presentations

***International Patients Coordinator*** Jul 2014-Dec 2014

***The London Clinic, London, UK***

\* Bilingually managing overseas enquiries from potential patients \* Booking in patients using MS Outlook system \*Medical invoices using DGL Practice Manager \* Liaising with Embassies, Insurance Companies, Consultants’ Secretaries \* Implementing diverse Administrative tasks \* Maintaining Office Supply inventory

***Personal Assistant to Upper GI Consultant & Surgical Team*** Jan 2012-Jun 2014

***Ealing Hospital NHS Trust, London, UK***

\* Audio typing & finalizing procedures of clinical letters \* Using PAS (Patient Administration System), PACS (Picture Archiving & Communication System) & ICE (Integrated Clinical Environment) Databases for registering patients, managing clinics, tracking notes, accessing electronic digital images & reports, retrieving test results \* Maintaining Consultant’s diary & organizing appointments \* Taking minutes \* Liaising with other Departments, General Practitioners & external organizations

***Ambassadors’ Assistant*** Jan 2009-Jun 2011

***Libyan Mission to the United Nations, New York, USA***

\* Managing Ambassadors’ agendas/calendars \* Screening incoming mail, phone calls, visitors \* Running reciprocal correspondence manually & electronically \* Researching United Nations documentation & online resources \*Preparing & supplying documents/ speech notes/ statements in Both of English & Arabic languages \* Arranging Prime Ministers’ & Ambassadors’ bilateral meetings \* Liaising with diplomats, governmental officials & all UN Missions/ Organs \* Assisting with coordination of diplomacy events \* Monitoring the Mission’s website & maintaining it up-to-date \* Processing accounting checks using QuickBooks software \* Supervising staff of secretaries, receptionists, drivers, security officers \* Oral translating in-between Ambassadors, diplomats

***Medical Assistant*** Jan 2009-Aug 2009 (Saturdays)

***West Side Medical Centre, New York, USA***

\* All front desk administrative & reception tasks \* Taking patients vital signs & explaining medical procedures \*Taking samples & X-Rays \* Phlebotomy \* EKG \* Preparing laboratory tests

***Elementary English Teacher*** Aug 2002-May 2008

***Universal Academy of Florida, Tampa, USA***

\* Preparing lessons’ plans & objectives \* Aiding curriculum with sheets from diverse sources \* Using various teaching tools for enhancing students’ motivation \* Integrating technology by using free online tools & resources \*Running tests \* Executing computerized accelerated reading MCQ’s \* Lunch & dismissal duties

***Executive Secretary*** Jan 2001-Jun 2002

***World Health Organization, Cairo, Egypt***

\* Managing calendars, appointments & work plans \* Drafting & typing memos \* Conducting researches \*Implementing all necessary arrangements for business meetings/ social events \* Preparing for WHO conferences held nationally & internationally \* Coordinating with EMRO departments & doctors \* Dispatching mail

***Executive Secretary to the Secondary Head Teacher*** Sep 1998-Dec 1999

***Modern English School, Cairo, Egypt***

\* Personal assistance duties to Head Teacher \* Coordinating with principals, teachers, students & parents \*Registering attendance & following up with all absentees/tardy students \* Typing curricular & administrative documents \* Oral translation in-between parents & staff \*Ordering supplies & maintaining inventory

***Medical Secretary to Orthopaedics Department*** Mar 1996-Jun 1996

***Hemel Hempstead General Hospital, Hemel Hempstead, UK***

***Medical Secretary/ Receptionist*** Sep 1995-Feb 1996

***Harvey House Doctors’ Surgery, St. Albans, UK***

***Work Shops***

* *Skills for Health, Great Ormond Street Hospital NHS Trust, 20-27 Feb 2017, London, UK*
* *3G Mindset, 30 Sep-2 Oct 2013, REED in Partnership, London, UK*
* *NCFE (Northern Council of Further Education) - Job Search & Interview Skills, 16-23 Sep 2013, REED in Partnership with North Warwickshire & Hinckley College, London, UK*
* *NHS Trust Induction Program, 5-7Mar 2012, Ealing Hospital NHS Trust, London, UK*
* *United Nations Documentation Course, United Nations, Dag Hammarskjöld Library, 22Sep 2010, New York, USA*
* *Professional Development in Promoting Higher Order Thinking Skills, Catapult Learning, 4 Nov 2008, Queens, New York, USA*

***Volunteering***

***\* English Teacher to refugees at Migrant Voice, London UK*** Sep 2016-Current

***\* Personal Assistance/Coordinating tasks to Dr Natalia Succar, natura.org.uk, London UK*** Jan 2013-Current

***Interests***

\* Playing the piano/keyboard & composing music \* Medicine \* Astronomy \* Reading \* Nature \* Bakery