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|  | Sara  [Sara.366556@2freemail.com](mailto:Sara.366556@2freemail.com) | | | | | |  |  | |  | |
| health services administration  Dubai, UAE | | | | | |
|  | EDUCATION | | | | | | | | |  | |
| 2011-2016  Bachelor of Health Sciences, *Health Services Administration*  **University of Sharjah**  Cumulative GPA 3.37 | | | | | | | | |
| COURSES | | | | | | | | |
| * Quality Management * Introduction to accounting * Materials Management | | * Human Resources * Health economics * Financial Management | | * Marketing in Health Services * Hospital Management * Planning in Health Services | | | | |
|  | ACADEMIC ACHIEVMENTS | | | | | | | | |
| * **Marketing Project:** Received a B grade in my project for creating a new center and applying marketing technique. * **Research Methods:** Successfully applied thorough research methods through all academic projects. * **Financial Management:** Received a B+ for my skills in analyzing financial statements. | | | | | | | | |  | |
| TRAINING   |  |  | | --- | --- | | |  | | --- | | **2016** |   **Training in Quality coordinator, Sharjah holistic Health center** |   Fulfill documentation and reporting requirements for the Quality Management program,Develop and maintain a system for outcomes measurement | | | | | | | | |  | |
| **Training in Administration and Accounting,** Al- Qasimi Hospital | | | | | | | | 2015 |  | |
| Learned how to perform administral accounting for health service settings | | | | | | | | |  | |
| **Training in Human Resource Management,** Al- Qasimi Hospital | | | | | | | | 2015 |  | |
| Received training on best practices in Human Resources Management | | | | | | | | |  | |
| Working experience   |  | | --- | | **Health services coordinator,**  Dr.sulaiman al habib hospital  **( September,2015- September,2016)** |   Received training on how to communicate effectively with visitors, answering phones, filing patient records, issuing and paying bills, and processing insurance claims   |  | | --- | | **Administative Coodinator,**  Al dawli dental center  **( January ,2017- Present)** |   Provides office services by implementing administrative systems, procedures, and policies; monitoring administrative projects; maintaining suggestion program, Dealing with customer complaints or issues and Coordinate meetings and conferences relating to departmental matters. | | | | | | | | |  | |
| SOFTWARE | | Microsoft Office | | Java | |  | | | |  | |
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| SUMMARY | |  | | | | | | | |  | |
|  | A passionate team player with training in administration. Seeking a career in Health Services Administration that will allow me to learn new technologies and enable me to utilize and enhance my skills. With a balance between strong communication and research skills, an ideal member to your team. | | | | | | | | |  | |