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|  | SaraSara.366556@2freemail.com  |  |  |  |
| health services administrationDubai, UAE |
|  | EDUCATION |  |
| 2011-2016Bachelor 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
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|   | 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.
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| TRAINING

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|  **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

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| **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

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| **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. |  |