# *Dr.Huda*

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Place of Birth: Sudan **–** Khartoum Date of Birth: Jan,1986

Nationality: Sudanese

Gender: Female

Marital Status: Single

Religion: Muslim

Languages: Fluent in Arabic and English Mobile : C/o 0501685421

E-mail: huda.378686@2freemail.com

#  CAREER OBJECTIVE

# Seeking a challenging career in a growing organization, where my professional skills and experiences are utilized.

# MANAGEMENT & LEADERSHIP SKILLS

* Taking the initiative & responding flexibility to change situation.
* Accepting responsibility for mistake & wrong decisions. Goals setting, and shared vision; Making logical decision; Display high integrity and honesty
* Solves problems, analyzes issues: Collaborates promotes teamwork. Open minded and straight forward

# STRENGTHS:

* I encourage team work as well working in a pleasant and friendly atmosphere.
* As my experience in the medical services and dental private clinic everyone is valued as his own character by listening and working together with the management and the department supervisor towards the goal and vision of the facility.
* I’m patient person and I continuously develop myself and transform abstract onto con concrete; capable of working under pressure, calm in crises.

# WORK EXPERIENCE:

Call Center Agent - Cupola CTS – Dubai Free Zone – 2011 - 2 Month

* Obtains client information by answering telephone calls.
* Establishes policies by entering client information.

Account Assistance – UNASCO LLC. – Dubai -3 Month

* Ensuring all payments amounts & records are accurate.
* Prepares reviews, reconciles, and processes various accounting documents.
* organized files and databases
* Preparing, presentations, reports, and memorandums
* Monitoring the operations.
* Serving as the liaison and go-to person for any office conflicts and inquiries

G.P Dentist – Health Family Clinic – 2015 – 2017

# EDUCATION:

**AUST Ajman University of Science &Technology- 2010**

D.D.S Degree Faculty of Dentistry

**Westford School of Management UK**

Diploma Degree – Healthcare Management & leadership - 2017