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ATIKA

Mobile Number: +971504753686

Email Address: atika.376259@2freemail.com

Skills:

* Strong verbal and personal communication skills
* Decision making, critical thinking
* Self-motivated, initiative, maintains a high level of energy
* Accuracy and Attention to details
* Tolerant and flexible, adjusts to different situations.
* Organization and prioritization skills
* Computer knowledge (MS Office)
* Internet Browsing Skills
* Employee of the Month in 2013 & 2014

Work Experience:

**Company: Bourn Hall Fertility Centre Dubai, UAE**

**Position: Receptionist**

**Date: 01-03-2017- 11-30-2017**

* Manages the reception area which includes greeting, welcoming and directing patient and visitors accordingly.
* Registering and collecting appropriate personal, medical, and insurance information for patients while reinforcing patient’s confidentiality.
* Use EMR software to manage patient records and files.
* Facilitates patients booking/ appointments.
* Coordinate physician schedules and maintain patient flow by communicating patient arrivals or delays.
* Answer, screen, forward incoming calls and manages daily mails.
* Provides basic and accurate information in person and via phone/email.
* Maintain office security by following safety procedure and controlling access via reception desk.
* Collected patient co-payments and recorded payment transactions; obtained third-party payer authorization for services provided and communicated outstanding balances to insurance companies and patients.

**Company: H2 Fashion (Twin Set Luxury Brand & Andrew’s Ties) Dubai, UAE**

**Position: Retail Sales Lady**

**Date: 2013-2017**

* Greet customers & finds out the customer’s needs.
* Recommend, select and help locate the right merchandise.
* Changing display and styling mannequin to present current trends in a way that influences customers.
* Make suggestions and encourage customers to purchase the product.
* Offer current style advice.
* Share feedback from customers with brand manager to improve the overall customer experience and sales.
* Count money, sort change slips and system entry.
* Maintain sales records.
* Take stock inventory & requisition new stock.
* Bag or package purchases.
* Opening and closing the Shop.

**Company: Caterpillar Rabat, Morocco**

**Position: Assistant Manager**

**Date: 2011-2012**

* Helping customers find the best products and services to suit their individual needs and ensure efficient, courteous handling of customer requests, including sales, billing/service problem resolution, bill payments.
* Working closely with the Store Manager in the day-to-day operations.
* Wanting to see someone who is passionate, informed and confident.
* Be in-the-know and on-top of things like cash management, time & attendance, loss prevention, revenue assurance and opening/closing the store.
* Marketing expertise for in-store merchandising and promotional activity.

**Company: Tipo Edit Rabat, Morocco**

**Position: Secretary**

**Date: 2010-2011**

* Word processing.
* Letter writing.
* Dealing with telephone and email enquiries.
* Creating and maintaining filing systems.
* Scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required.
* Keeping diaries and arranging appointments.

Personal Details :

Date of Birth : 01 / 04 / 1987

Nationality : Moroccan

Civil Status : Single

Religion : Muslim

Visa Status : Visit visa

Languages : English, Arabic, French