

FATMA ADAM MOHAMED ALI ALFI

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Professional Summary

A professional Admin staff with a good range of office experience, including secretarial data entry, reception, spread sheets and setting up and maintaining databases, work confidently and efficiently with the Microsoft Office software suite, e-mail and intranet systems.
Have an ability to build good relationships, collaborative team worker & trustful change agent.

Career Highlights

Oct 2013 – Mar 2016: SAIF BEN GHUBASH HOSPITAL-RAK- UAE

Job Profile: Data Entry Staff

Responsibilities:

- Collate, gather & process the data for the emergency unit
- Assist in Administrative tasks, files review & archiving
- Assist and guide the patients through the admission process.
- Participate in performance Improvement projects like quality Controls & GCI

Jan 2010 – Sep 2013: ALMANAR MALL-RAK-UAE

Job Profile: Sales and Marketing Staff

Responsibilities:

- Greeting and assisting shoppers to find the goods and products they are looking.
- Dealing with customer refunds and complains.
- Attaching price tags to merchandise on the shop floor as well tracking and updating promotions displays.
- Be involved in stock control and management.

Feb 2008 – Dec 2009: PREVENTIVE MEDICINE CENTRE-RAK-UAE

Job Profile: Admin and Data Entry Staff

Responsibilities:

- Handle Data Entry for New Visa & ID Applications.
- Complete Filing for New Applications
- Typing & Processing of ID Cards & Visas
- Assist in office Management & Internal Controls tasks.

Education & Credentials:

- Diploma certificate- Information Technology-2007-Alnsr Technical College
- ICD certified
- Short Courses in HR & Secretary-Alnoor Institute
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