

# Ahmed Ebrahim Bayoumy Youssef

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Date of birth: 30 September 1981

Military status: Done with Appreciating a good role model.

Marital status: Married.



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## Objective

I have experience in medical marketing and approvals, and I have strong administrative skills. I seek a suitable advanced career step with my skills at a respected organization.

## Experience

**SUPERVISOR PRE-APPROVALS CONTRACTS and MARKETING | FROM 2017 TILL NOW |  
CLEOPATRA HOSPITALS GROUP**

**DUTY MANAGER | FROM 2016 TO 2017  
| AT AL WAHA HOSPITAL | PYRAMIDS GARDEN**

**SUPERVISOR WARD CLERK | FROM 2014 TO 2016  
| AT EL ARABY HOSPITAL | ASHMOUN**

**SUPERVISOR AT THE FRONT OFFICE AND AUXILIARY SERVICES | FROM 2007 TO 2013  
| AT AS-SALAM INTERNATIONAL HOSPITAL | MAADI**

**TOUR LEADER | FROM 2005 TO 2007  
| AT VISIT EGYPT For tourism | HELIOPOLIS**

## Education

**BACHELOR | 2003 |  
Workers University | Nasr City  
Business Administration department.**

## Training

**Attended and complete**  
**Business Etiquette** program

**Attended and complete**  
**Communication Skills** training

**Attended and complete**  
**Re-orientation** program

**Attended and complete**  
**7 habits** training

### **Diploma in Data Analysis:**

Focused on data visualization, database management, and using smart assistants.

### **Soft Skills Course:**

Improved communication, problem-solving, and teamwork abilities.

### **English Language Course:**

Enhanced proficiency in English for professional purposes.

### **Artificial Intelligence Course:**

## **Skills & Abilities**

- Manage the heavy workload.
- Work under stress.
- Having the ability to manage multitasking through smart working.
- Very good at communicating with staff or customers and building powerful relationships.
- Ability to establish priorities and work under limited supervision.
- Share and communicate the information and ideas to others in an understandable manner.
- have the flexibility and adjust to meet the changing demands and situations.
- Receive feedback and solve problems while maintaining a professional disposition.
- Have attention to detail.
- Support customers, provide help, and answer their queries.
- Creating a positive first impression.
- Work professionally with files of insurance companies, payments & patient information. - Have computer skills, Work with different software like **MS Office**, **Micros**, **HIS**, and **CliniSys** systems.
- Good command of English both written and spoken.