



AMY FERNS

ADMINISTRATOR

PERSONAL PROFILE

I am passionate about working with people, I work well in a pressured environment and I can handle multiple tasks daily. I am a dependable person who is good at time management, I am organized and problem-solving-driven. I am well-versed with Microsoft Office programs, computer skills, and technology. I am energetic and always eager to learn new skills. I am hardworking and have good communication skills.

WORK EXPERIENCE

Medical Administrator

Neovision Dainfern | Oct 2020 - Mar 2021

- Coordinate office activities and operations to secure efficiency and compliance with company policies
- Divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the owner of the company
- Manage phone calls and correspondence (e-mail, letters, packages, etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports of patients
- Assist colleagues whenever necessary
- Liaising with patients
- Responsible for opening and closing of the practice
- Filing
- Problem Solving
- Ordering office supplies
- Handling queries
- Worked on Microsoft Outlook
- Processed claims on Health Bridge
- Drew up schedules on Microsoft Excel
- Created patient files on Emiance program
- Created documentations on Microsoft Word
- Faxing and photocopying of documents
- Worked on Ocumail

Free-lance Social Media Management

Shopper Foundry | May 2021- Current

- Scheduling social posts on Instagram and Facebook
- Analyzing engagement data
- Stay up to date with the latest social media best practices
- Monitoring competitive behavior and identifying trends

CONTACT ME



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SKILLS SUMMARY

●●●● Interpersonal Skills

●●●● Microsoft Office

●●●● Problem Solving

●●●● Client Relations

●●●● Account Management

●●●● Customer Service

EDUCATION



GED Academy (Matric) 2020



Facebook Blueprint: Ads
Management Course



Google Digital Skills for Africa:
Fundamentals of digital
marketing

REFERENCES UPON REQUEST