

Atta Al-Khalil

personal information :

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work experience:

Receptionist at the Independent Doctors Organization from 2023\11\9 to 2023/12/31

- Receiving patients and directing them to clinics
- Recording patient data
- Receiving patients and directing them to the cardiac catheterization department at the National Hospital
- Sending reports to the project manager
- Follow up on employees' attendance
- Enter all information on the computer
- Communicate with the hospital administration to exchange information
- Supervising guest services at the reception desk
- Maintain reservations list
- Providing necessary paper records

ACTED Organization Field Supervisor from 2023 to 2023/8/1

- Assist in managing all cash-for-work activities in a designated area.
- Reports directly to the Program Director.
- Assistance with payment procedures.
- Assist in preparing forecasts of monthly cash needs for cash-for-work activities.
- Report any problems encountered in the field such as complaints from project participants.
- Monitor the implementation of project activities daily.
- Safety and security training for Beneficiaries.

Logistician in an Emdad company from 2021 to 2022

- Buying supplies for the company.
- Receive and document financial receipts on the computer.
- Site management in the absence of the direct manager.

Financial accountant at Balsam Company

from 2019 to 2021

- Financial inventory at the end of each month.
- Handing over employee salaries.

Education : Student at the Faculty of Informatics Engineering. 2020 - present

Languages:

- Arabic: mother language.
- English: Good at reading, writing, and speaking.

Courses:

- Certificate of attending a course in graphic design.
- Advanced Certificate in Excel Program.
- Certificate of attending a course in community health.

Activities and volunteer work:

- Relief for those affected by the earthquake.
- Director of the Media Office of the Volunteer Love and Peace Team.
- Member of the Voluntary Giving Team.

Skills:

- Office programs.
- Kobo.
- Data Entry.
- Editing photos and Video.

Certificates and References:

Available when requested.