

# Halima Ikbal

San Antonio, TX 78229  
Halimalkbal@outlook.com  
210-8433544

To obtain a position and utilize my skills with the opportunity for advancement. I look forward to working in a productive and challenging environment.

## Work Experience

### **Unit Secretary** University Hospitals - San Antonio, TX

February 2020 to Present

- Performs all clerical function to support -patient and unit related activities.
- Handles the administrative tasks.
- Admitting patients and organizing patient's chart.
- Answering call and transferring calls to the right care giver/ department.

### **Interpreter** Worldwide Languages - San Antonio, TX

August 2016 to Present

Bilingual (Translate Burmese to English and English to Burmese in medical office, school and job orientation.)

### **Front Desk and Customer Service** Red Roof Inn Lackland – San Antonio, TX

October 2014 to May 2016

- Check-in and check-out hotel guests in a confident, professional, and friendly manner.
- Manage the registration process-Record guest comments or complaints, referring customers to managers as necessary.
- Contact housekeeping or maintenance staff when guests report problems.
- Understands room status at all time.
- Keeping the hotel reception area clean and tidy.

### **Cashier, Data Entry and Inventory** Salaam International Food Market - San Antonio, TX

March 2013 to August 2013

- Hands-on experience in accepting payments from customers and give change and receipts.
- Entered data into designate database and forms.
- Researched and retrieve requested data.
- Performed daily control functions.

## Education

### **Associates Degree in Microsoft**

Hallmark University - San Antonio, TX

April 2016

#### **Certification**

- Coding for beginner in Python (self-study in UDEMY)

## Skills

- Ability to work under pressure
- Able to handle multiple tasks and work collaboratively
- Bilingual (Burmese) -Fluent
- Coding- Python's beginner level
- Fast learner
- Microsoft office
- Medical office experience
- Team building
- Windows server 2012

