



Nesma Talaat

DATA ANALYST

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Al Ain (UAE)

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EDUCATION

Bachelor of Commerce

2009 - 2010

University of Banha

General Computer Skills

2010 - 2011

Al Khwarizmi International College

High School

2004 - 2005

High School Banha

EXPERTISE

Microsoft Word

Microsoft PowerPoint

Microsoft Excel

Typing English and Arabic

PERSONAL INFORMATION

Date of birth: 27 July 1987

Nationality: Egyptian

Marital status: Married

Visa status: Resident

Driving License: Light Vehicle (Valid)

Years of experience: 8 years

OTHER SKILLS

Adaptable

Communication Skills

MS Office

Adobe CS

OBJECTIVE

In search of a challenging position where I can work and learn with diversified and creative opportunities in order to get more knowledge and experience.

EXPERIENCE

Official Gallery Furniture | Alain | March 2010 - 2011

Accounting

Fine Care Medical Center | Alain | March 2012 - present

Clinic Supervisor

- Manage billing, and reconcile patient receivables
- Collect payment for services and order clinic supplies
- Work on software to handle clinic accounts
- Understand needs of physicians and patients and structure clinic
- Assign, evaluate, and supervise work of clinic staff
- Liaise between clinic administration and medical staff
- Assist in preparation of clinic budget
- Coordinate patients appointments and physician consultations
- Develop and implement internal procedures to improve patient care

INTERPERSONAL SKILLS

Some of my interpersonal skills include the following:

1. I am a diligent and responsible worker.
2. I am able to work alongside others harmoniously.
3. I am an efficient team leader as well as an effective team player.
4. I am a great listener and speaker.

Summary of Skills

- Five years of clinic supervisory experience in a medical setting
- Knowledge of medical terminology
- Ability to review health program and solve problems
- Skilled in handling administration and accounting work
- Ability to coordinate with physicians and other technical staff
- Expert in generating reports on clinic activities
- Adept in verbal and written communication
- Ability to enter and maintain financial data into computerized system

REFERENCE

References and supporting documents are available upon request.