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| noof anwar albalushi  Seeb – Mabela  GSM : 99348640 / 90957078  Email · [nanoalya790@gmail.com](mailto:nanoalya790@gmail.com) |
| **OBJECTIVE:**  To effectively utilize my skills and knowledge in practical environment, building my future career and gaining professional experience. |

# Experience

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| 2 Years’ Experience.RECEPTIONIST, **star care clinic**  * Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone. * Answering or referring inquiries. Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone. * Contributes to team effort by accomplishing related results as needed. * Ensures availability of treatment information by filing and retrieving patient records. * Maintains business office inventory and equipment by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; scheduling equipment service and repairs. |
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# Education

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| High Secondary School Certificate.Foundation Program From Waljat Collage Of Applied Sciences. |

# Skills

# Multi-Tasking

# Flexibility

# Telephone Skills

# Customer Service

# Time Management

# Organization

# Attention to Detail

# Scheduling

# Word Processing

# Professionalism

# Quality Focus

# languages:

# Arabic (Mother Tongue)

# Hindi (Oral)

# Balushi (Oral)

# English (Oral & Written)

**HOBBIES:**

* Reading Books and News Paper,
* Playing Basketball.
* Watching movies

**PERSONAL BACKGROUND:**

* Date of Birth: 04.10.1993
* Marital status: Single
* Nationality: Omani
* Religion: Muslim

**REFERENCES:**

* Excellent references are available upon request.