

NOOF ANWAR ALBALUSHI

Seeb - Mabela

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OBJECTIVE:

To effectively utilize my skills and knowledge in practical environment, building my future career and gaining professional experience.

EXPERIENCE

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.

EDUCATION

- 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.