

# ESSA FAWZI ALKADHEM

Hospital management

## personal information :



15 - 5 - 1999



ALAHSAA

## contact information :



awas\_33@hotmail.com



0538998865

## Languages :

Arabic



English



## SKILLS :

- Speaking and writing in English .
- Use of Microsoft Office .
- Typing at a high speed on the keyboard .
- Communication skills with others .
- Teamwork .
- Attention to Detail .

## OBJECTIVE

Get a job in a leading organization that seeks to develop and enable information and skills to achieve the goals .

## EDUCATION

- Diploma of Hospitals Administration .  
Institute of Public Administration, Riyadh, KSA .  
G.P.A: 4.26 out of 5 .  
Graduation date : 13/05/2020 .
- ★ Health classification from the Commission for Health Specialties .

## EXPERIENCE

**General receptionist- Dar Afia MEDICAL CENTRE 3/10/2021 up to the present :**

- 1- Open files for new patients and update patients information
- 2- Schedule patient appointments
- 3- Deal professionally with patients' complaints and answering patient's questions.
- 4- Responsible for receiving patient calls and answering their queries by phone and WhatsApp.
- 5- Responsible for entering patient data into the electronic record system Practo and linking it to medical insurance companies.
- 6- Check patients insurance eligibility on the system.

## TRAINING COURSES

- **Cardio Pulmonry Resuscitation ( CPR )**  
Organizer: Saudi Heart Association .
- **Berlitz - Duration 8 months**  
Organizer: Berlitz Language Center .
- **English zone - two years**  
Organizer: English Zone .