



Sally AHMED

Customer Service And Administration Supervisor

Helo, I'm Sally

I have several years of experience in a variety of fields, including administrative assistant, in addition to my extensive office experience, I have strong experience in customer service, and administrative skills. My broad background makes me an excellent candidate for this position.

Thank you for your consideration. I look forward to hearing from you to arrange an interview.

EXPERIENCES

customer service Supervisor

7/2012 -

Tayseer Hospital - Sharkia (Egypt)

Outpatient Department Supervisor

- Organizing the reservation of patients to facilitate the medical examination of them by the consultants.
- Solve any problem related to the work group, such as accountants, nurses or workersDrafting and sending correspondence.
- Coordinating the appointments of consultants.
- Ensuring the readiness of medical equipment inside each clinic.

HR supervisor

8/2009 - 4/2012

Tayseer Hospital - , Sharkia (Egypt)

- Compiling statistical reports, statements and summaries concerning pay and fringe benefits.
- Producing employee attendance, holiday and overtime reports.
- Preparing and verifying employee pay sheets.

Switchboard Operator

11/2008 - 7/2009

Tayseer Hospital, - Sharkia (Egypt)

- Answers incoming calls.
- Places outgoing calls.
- Logs all wake-up call requests and performs wake-up call services.
- Receives guest messages and deliver the same to the guest.
- Directs call to guest rooms, staff, or departments through the switchboard or PBX system.

EDUCATION

CONTACT



Phone

+201069496264



Email

Sallywanas2013@gmail.com



Address

Egypt -sharqia, Zagazig , 44519

PERSONAL INFO

Date Of Birth

29/9/1986

Place Of Birth

Zagazig

Natiionality

Egyptian

SKILLS

Word, Access, Excel, PowerPoint, Simple Comptable **Advanced**

Communication **Advanced**

Self-stimulation **Advanced**

Leadership	Advanced
Make Decision	Advanced
Working In A Team	Advanced
Flexibility	Advanced

LANGUAGES

Arabic	Native
English	Very Good

Licentiate of Arts

9/2002 - 5/2006

Zagazig University, Sharkia (Egypt)

(Study Division : Psychology

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Educational Diploma

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Zagazig University, Sharkia (Egypt)

PROFESSIONAL DEVELOPMENT

- Educational Diploma in Zagazig University, Sharqia (Egypt)
- Conducting a field study in a psychiatric hospital to find out the causes of depression.

INTERSHIPS
