

Nadia Mohammad

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PERSONAL INFORMATION

Nationality : Bahrain
Driving License : Valid Bahrain Driving License
Languages : Fluent in English, Urdu, Basic French and Arabic

OBJECTIVE

I want a highly rewarding career where I can use my technical and management skills to help the company and my coworkers be successful for achieving the target and developing the best performance in the organization. I would like to implement my innovative ideas, skills and creativity for accomplishing the projects.

SUMMARY

Highly organized and independent; able to effectively coordinate tasks to accomplish projects with timeliness and creativity; Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic, detail-oriented and conscientious self starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.

INTERNATIONAL AGENCIES

International Agencies (05 June 2018 -- Currently Working as HR Assistant)

- Processing incoming mail
- Creating and distributing documents
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Typing, preparing and collating reports
- Managing databases
- Prioritizing workloads
- Implementing new procedures and administrative systems
- Communicating with relevant organizations and clients
- Applying work permits for new recruited staff
- Maintaining new hire, employee, and absentee reports (weekly, bi-weekly, or monthly)
- Handling Telephone bills
- Assisting with new employee hiring processes

- Preparing new employee files
- Maintaining employee files as to ensure accuracy and compliance
- Completing termination paperwork and assisting with exist interviews
- Completing timely reports on employment activity
- Placing Delivery Order
- Keeping Record of Faxes received and sent
- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies
- Coordinate sales team by managing schedules, filling important documents and communicating relevant information.

BAHRAIN SPECIALIST HOSPITAL

Bahrain specialist Hospital (17 June 2017— 17 April 2018)

Hospital Receptionist

- Guide visitor and patients to the appropriate within the hospital.
- Answer phone call and transfer to the correct area
- Perform clerical duties such as faxing copying emailing etc.
- Making doctor schedule and blocking
- Accept payments for service issued receipts and filed accordingly.
- Take detailed messages and deliver to appropriate person or department
- Call for transport for patients or visitors in need of assistance.
- Avoid any Missed calls, and follow "call-back" protocol in missed calls reports
- Handling all incoming calls in proper manner as per hospital policy.
- Provide customer services and clear customer inquiries
- Booking patients appointments as per hospital policy.
- Apply the staff rotation policy as per operations study recommendations.
- To interact with insurance company to obtain any necessary patients details.
- Reviews insurance policy to determine coverage for insured patients.
- Prepares and reviews insurance clamins forms and related documents for completeness.
- Apply the Approvals on-spot service for patient's satisfaction on the Reception office of duty.
- Organizes or works with detailed records using computers to access,search and retrieve data.
- Proper notification of pattients for approvals, appointments, payment issues and other related inquires on the Reception office of duty
- Register and charge all visits for cash and insured patients on the Reception office of duty
- Reviews and follow the insurance guidelines/protocols in dealing with insured patients on registration and billing .Responsibilities

WHITELINE DECOR EXPERIENCE

Whiteline Decor as (IT And Marketing) 8 JAN2017 to 28 MAY 2017

- Developer
- Online marketing
- Manage updates to corporate website to increase overall website effectiveness
- Update everyday work such as latest picture of new wallpaper in all social media
- Modifying website regular basis
- Activities designed to increase consumer awareness and demand by promoting and advertising

MINISTRY WORK EXPERIENCE

Ministry of health(Hamad Kanoo 1st July 2015 — 31 August 2015 Health Center)

IT Trainee, Receptionist

- 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.
- Ensures availability of treatment information by filing and retrieving patient records.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information.
- Helping/Assisting employees
- All computer work is done by using I_SEHA system

GRADUATION PROJECT

“Empirical Investigation of Functional and Non Functional Qualities of Cloudbased Collaborative Writing”.

A research conducted to investigate the impact of the functional and non functional qualities of a cloud based tool on user satisfaction.

TECHNICAL SKILLS

Operating System : Windows and Microsoft office

Other Software : Dreamweaver cs5, Oracle 10g Ralational Database, Adobe Flash Player, Adobe photoshop cs5, Archimate 2.0.

Programming Languages: C++, HTML, Visual Basic, PHP and SQL.

Concepts : Data Structures, Computer Architecture, System Analysis and Design

PERSONAL SKILLS

Team Work

SKILLS Leadership Skills
Public Speaking
Self Confidence
Flexible Team Player
Management Skills
Fast Learner
Negotiation Skills

CERTIFICATIONS , WORKSHOPS AND ACHIEVEMENTS

| | |
|--|------------------------|
| Certificate Associate Project Management | (CAPM) |
| Celebration of Bahrain National Day | (10th December 2012) |
| IT Symposium 5 “MY APPS MY LIFE” | (12-13 November ,2012) |
| Entrepreneur ship through INJAZZ | (2013) |
| IT competition Certificate of Participation | (December 2013) |
| Statistical Analysis Tool Using SPSS and PLS | (21 October 2015) |
| Senior Project Exhibition Certificate of participation | (January 2016) |
| Zain Bahrain Assessment Program | (September 2016) |

QUALIFICATIONS

2016 BSC (Information system)
University of Bahrain

2011 Higher Secondary School Certificate(ICS)
Pakistan School Isa Town Bahrain

2009 Secondary School Certificate(Science)
Pakistan School Isa Town Bahrain

HOBBIES AND ACTIVITIES

Hobbies
Reading
Badminton
Online learning
Sketching
Painting
Drawing
Exploring more about Technology
Activities I have participate in
Badminton 2012-2013
Many other speech and Sport Competitions

REFERENCES

References available upon request.