

• **Personal Information:**

Mouza Saeed Al Shehyari

• Date of Birth: 25-10-1991

 0507373009

 M.alshehyari@gmail.com

 Masafi, Ras Al Khaimah, UAE

• **Languages:**

• Arabic: Native

• English: Ex To be an effective member of the organization in which I work, to work hard to achieve the desired g

• IELTS Over with dedication, professionalism. In addition to keenness on self-development in the field of work aspiration to reach self-satisfaction and the satisfaction of the organization.

Objective

• **Interests:**

• The Ability to multitask and handle several tasks at once.

• Computing skills (Microsoft Office).

• Social Skills (Teamwork / Listening).

• Problem solving skills.

• **References**

• Will be provided upon request.

• **Education:**

• **College of Islamic and Arabic Studies** | 2017-

• **High school Certificate** | 2008-

Al Najah High School, Ras Al Khaimah.

• **Work placement experience:**

• **Masafi Hospital (from 8 August to 3May):**

• Carrying out customer reception services and implementing them.

• Answering their inquiries, guiding them, and reviewing their requests.

• Providing patients with the necessary information and introducing them requirements.

• Maintain confidentiality of patient information.

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• **Saif Bin Ali Al Khatri Hospital: (from 12 December t**

• Directing patients where to go within the department or health canter.

• Enter patient details into information technology systems.

• Answering phones, and sometimes routing calls to other employees through phone system.

• Book appointments for patients.