



MOHAMED AHMED

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OBJECTIVE:

To pursue a challenging career implementing innovative idea in a growing and encouraging environment where my skills and ability will be utilized to the brim and keep continuous learning to enhance the reputation of the organization.

WORK EXPERIENCE:

- July 2007, Worked as a Trainee in Al-Ittihad Cooperative Society - Dubai.
May to Nov-2009, MCI Middle East Company in Dubai as Administrative Assistant.
- Nov-2010 up to Mar-2011, IPSOS as Telecommunications Staff.
June-2012 up to Sept-2012, Completed Internship at Grand Hyatt Hotel Dubai in Accounts Department.
- Dec-2012 worked as Senior Medical Record officer up to July-2017 in Al-Zahra Hospital Al-Barsha 1 Branch - Dubai.
- Aug-2017 Worked as Call Center Agent up to Aug-2018 From Sept-2018 up to July-2019 Worked as Hospitality Executive in Burjeel Hospital, AL-Quoz Industrial 1, Sheikh Zayed Road - Dubai.

ROLES AND RESPONSIBILITIES:

- Prepares the requested patients files of outpatient department at the least possible time and as accurate as possible.
- Overall filing and retrieval of medical records.
- Pulls out the appointment list of the next day.
- Pulls out the request of various departments (e.g. Admission office, etc.)
- Process and check the returned files at the end of each shift.
- Tracks down any missing/ unreturned files that are listed in the daily “list of unreturned files “and assure that they are returned before the end of their assigned shift.
- Daily checking, routing and filing and applicable transcribed medical reports into incomplete medical records.
- Daily checking, routing and filing of loose filing, x-ray results and laboratory reports.

SOFTWARE SKILLS:

Packages: MS Office, MS Excel , Power point

AREA OF INTEREST:

Medical Record / Customer Service / Suitable Position

EDUCATIONAL QUALIFICATION:

Ahmed Bin Hambal High School Certificate – Sharjah – U.A.E. 2008-2009

Associate of Science in Business - Emirates College - Dubai.

English Language Courses in Sites Power Institute – Sharjah

English Course in Emirates College

Passed TOEFL TEST

LANGUAGES:

English

Arabic

Somali

PERSONAL DETAILS:

Name : Mohamed Ahmed Mohamed
Date of birth : 17th Apr 1989
Sex : Male
Marital Status : Single
Religion : Muslim
Nationality : Somali
Driving License : Holding UAE Driving License Valid up to 2020

DECLARATION:

I hereby declare that the above information furnished by me is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

THANK YOU

MOHAMED AHMED