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ABU DHABI

# Ahmed Zaid



## PERSONAL OVERVIEW

Seeking a position in a well – established organization to build a challenging career that provides me with responsibilities and high achievements, where I can exploit and invest all my skills , experience and potentials in a way that allow me to execute my job tasks.

### PERSONAL INFORMATIONL

Full Name : Ahmed Abdalla Gomaa Zaid  
Birth Day : 18 July 1987  
Nationality : Egyptian  
Military state : Exempted

Bachelor of Social work

### Computer skills:

- IC3 (Internet computing core Certification).
- ICDL (International Computer driving license).

### Professional skills:

Serves visitors by greeting, welcoming, and directing them appropriately.

Notifies company personnel of visitor arrival.

Maintains security and telecommunications system.

Informs visitors by answering or referring inquiries.

Directs visitors by maintaining employee and department directories.

Maintains security by following procedures, monitoring logbook, and issuing visitor badges.

Operates telecommunication system by following manufacturer's instructions for house phone and console operation.

Keeps a safe and clean reception area by complying with procedures, rules, and regulations.

Contributes to team effort by accomplishing related results as needed.

### WORK EXPERIENCE

- Worked as Customer Service at Al Radwan Hospital In Egypt From 2014 to 2016
- Worked as Customer Service at Al shams Hospital In KSA From 2016 to 2019
- Worked as Customer Service at Al waha Hospital In Egypt From 2019 to 2021
- Worked as HR at Krimmy Contracting at KSA From 2010 to 2012
- Worked as HR at Boniter Contracting at KSA From 2012 to 2014

### Personal Skills

- Strong communication skills.
- Ability to work accurately, with attention to details.
- Pleasing personality with friendly attitude.
- Methodical and thorough approach to work.
- Flexibility and willingness to learn.
- Professional Appearance, Presentation and Communications skills.
- Excellent in showing willingness to share experience and knowledge.

### LANGUAGES SKILLS

Arabic: Native & English: Good