



Kamilia Dabbache

United Arab Emirates

Summary

Experienced Hospital Administrator with a demonstrated history of working in the hospital & health care industry. Skilled in Multilingual, Team Motivation, Arabic, Counseling Psychology, and Training & Development. Strong healthcare services professional with a Bachelor's degree focused in Clinical Psychology from Constantine 2.

Experience

Canadian Specialist Hospital
Hospital Administrator / Translator
August 2018 - August 2020 (2 years 1 month)
Dubai, United Arab Emirates

Al Shaymaa Private School
School Counselor / Psychology Teacher
August 2017 - June 2018 (11 months)
Algeria

H. E. R. Holistic Center & Spa (One of Smartsway Holding co. Companies - Kuwait)
Manager
March 2016 - June 2017 (1 year 4 months)
Sri Lanka

- Oversees and administers the day-to-day activities of the Center; develops policies, procedures, and systems which ensure productive and efficient Center operation.
- Provides assistance and support to the Center principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
- Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.

Contact

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Top Skills

Counseling Psychology
Project Management
Teaching

Languages

Arabic (Native or Bilingual)
English (Native or Bilingual)
French (Native or Bilingual)
Spanish (Limited Working)

Certifications

Diploma in Life Coaching
Personal Strategic Planning
Strategies and Considerations Using Resonant Frequency and Precision Pulsed Plasma Technology
Electro Photonic Imaging Specialist

- Oversees and facilitates resources management and administration procedures and documentation for the principal.
- Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the Center and associated accounts.
- Maintain knowledge of the legal requirements and functions regarding the Legal registration of the Center and of the employees' affairs as well.

**Real Dreams Trips Co (sister company of H. E. R. Holistic - Kuwait)
Administrative Officer**

January 2014 - January 2017 (3 years 1 month)

Sri Lanka

- I participated in 2014 summer trip to Malaysia with 120 participants, 2016 spring trip to Sri Lanka with 120 participants, 2016 summer trip to India with 120 participants, 2017 spring trip to Sri Lanka with 120 participants
- Participating in organizing and arranging for the trip before it begins with coordinating with the hotels and the transportation companies.
- Arranging the concerts taking place inside the trips.
- Arranging the workshops taking place inside the trips.
- Coordinating with restaurants, Malls, cinemas, zoos Which we visit in the trips.

Salam International (One of Smartsway Holding co. Companies - Kuwait)

Administrative Officer

April 2014 - December 2016 (2 years 9 months)

Sri Lanka

- Prepare regular reports on expenses and the company budgets as arranged and coordinate with the financial department.
- Update company policies as needed.
- Prepare reports and presentations with statistical data as assigned.
- Schedule in and external events (sometimes meetings takes place in other countries worldwide)
- Organize a filing system for important and confidential company documents.

H. E. R. Holistic Center & Spa (One of Smartsway Companies - Kuwait)

Administrative Supervisor

April 2015 - February 2016 (11 months)

Sri Lanka

- Help the manager in develop and implement the procedures of the Holistic Center policies.
- Train all new incoming staff as well as provides any necessary additional training to current staff (especially in Bio-well and PFG2Z devices as I am an expert in using these two devices)
- Assist with customer requests and questions, coordinating the meetings, creating presentations, booking travels.

Education

University of Constantine 1 (University of Mentouri Brothers
Constantine)

Bachelor's degree, Clinical Psychology · (2010 - 2014)

Mouloud Kacem Secondary School

Secondary Education · (2001 - 2007)