

BAYAN HAMZI

Experience

Administrative Assistant

Inventory and Patient Relations

2022 -2023 at;

Alpha co.

Assisstant Manager

Department Supervisor and Patient Relations

2021- 2022 at;

Resalt Amal Center

Administrative Assistant

Inventory and Patient Relations

2019 -2020 at;

Mina co.

Assisstant Manager

Department Supervisor and Patient Relations

2017 -2018 at :

Sehatk Elagk center

Certificates

CILT International Certificate in

Logistics and Transport.

Education

Diploma Degree in

PUBLIC REALTION AND MEDIA.

Bachelors Degree in

PHYSICAL THERAPY

Collage of Applied Medical

Sciences, Jazan University.

Courses

Occupational Safety and Health.

Text and Data entry.

Principles of Customer service.

Modern Desktop Manager MD-100.

Project Management Consistent.

Pro Skills

Willingness to Learn.

Leadership skills.

Initiative.

Observational and analytical skills

Management and Organization skills.

Effective time management.

Computer skills MS Office Data Entry

Fast Typing file management Illustrator

Volunteer Work

Participated in the Accreditation of Physical Therapy department In Jazan University from NCAA.

Participated in Organizational volunteer Work at the Corona Vaccination Center.

Home Health Care Administration.

Volunteered as Social Media Manager with SPTA.

Participated in World Disability Day.

REFERENCE

Available Upon Request.