

# BAYAN HAMZI

## Experience

### Administrative Assistant

Inventory and Patient Relations

2022 -2023 at;  
Alpha co.

### Assistant Manager

Department Supervisor and Patient Relations

2021- 2022 at;  
Resalt Amal Center

### Administrative Assistant

Inventory and Patient Relations

2019 -2020 at;  
Mina co.

### Assistant Manager

Department Supervisor and Patient Relations

2017 -2018 at ;  
Sehatk Elagk center

## 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.

## 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

## REFERENCE

Available Upon Request.