

Mahmoud Abd El-Wahab Saber Abd El-Rahman

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Objective:

I am looking for a job that will help me develop my job skills, and gain experience by doing various tasks.

Education Information

- Bachelor of Management Information Systems
- Thebes Academy
- General Grade: Good
- GPA : 2.6 From 4 Points
- Gradation Year: 2022

Learning Skills:

- Computer Basics (Binary Number, Storage Units, Ram & Rom ,Software, Hardware).
- Office Application Packages : (Word, Excel, Access, PowerPoint).
- Administration (Definition, Functions, Levels, Types).
- Marketing (Definition, Marketing Mix, Personal).

Work Experience:

El-Noor Hospital: Receptionist & Data Entry

2021 – 2018

- Recording patient data, booking statements, and reviewing data whether the registration system is written on paper or sent by email (Outlook & Gmail)
- Recording patient data using a hospital system
- Book a new examination for patients
- Verifying information and reviewing data on the hospital's electronic system
- Sending and receiving forms for some medical insurance companies
- Verifying the medical insurance status of patients
- Recording the x-rays and analyzes performed on patients using Excel
- Communicate with customers and respond to inquiries

Headline Printer & Designer: Quality Control

3/2024- 8/2024

- Writing daily reports
- supervising machines
- reviewing and sorting work

Courses:

- International Computer Driving License – Base From Edraak.
- Comptia A+ - Instructor: Sameh Ramdan
- CCNA 200-301
- Internet of things & eLearning Fundamentals - Information Technology Institute (ITI)
- Computer Network Fundamental – Information Technology Institute (ITI)
- Network Security Fundamental – Information Technology Institute (ITI)
- Blockchain Technology - Youth & Open Campus

Personal Skills:

- Ability to learn new concepts quickly.
- Ability to work under pressure.
- Managing and Organizing Time.
- Maintaining emotional control under stress.
- Ability to solve problems .
- Effective communication skill such as effective listening and confidence Empathy, respect and understanding body language.
- Typing speed on the computer

Language Skills:

- Arabic (Mother Tongue).
- English (B1 Level).

Technical skills

- Dealing with computers
- Dealing with camera systems
- Dealing with office applications
- Dealing with different operating systems.

Additional information

- Date of birth: 10/07/2000
- Egyptian nationality
- Military service: Finished