

BANDAR AHMAD AL-YOUBI

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EXPERIENCE

OCTOBER 2019 – DECEMBER 2019

TRAINING IN MEDICAL SECRETARY, KING ABDUL AZIZ UNIVERSITY HOSPITAL (KAUH)

Emergency Department:

- Record patient data in the system.
- Ensure patients' files and determine the emergency.

Patient Relations Office:

- Granting regular permits to hospital visitors.
- Answer the inquiries of escorts and cooperate with them.

Admission Department:

- Confirm the dates of inpatient follow-up and follow-up with them.

EDUCATION

2018-2020

DIPLOMA IN MEDICAL SECRETARY, KING ABDUL AZIZ UNIVERSITY

VERY GOOD WITH 4.09 GPA

2017-2018

HIGH SCHOOL DEGREE, ALFUDHYL BEN EADH

VERY GOOD WITH 83.06 GPA

SKILLS

- Tact to speak.
- Work under pressure.
- Knowledge of using the computer.
- Good dealing with electronic systems.
- Good handling of various personality Styles.