

Zeinab Hamid

BBA - MIS Graduate

ABOUT ME

 Daughter of Emirati Mother

 Single

 Abu Dhabi, U.A.E

CONTACTS

 050-5323818

 Zeinab-Hamid@hotmail.com

LANGUAGES

- * Arabic – Fluent (Native)
- * English – Fluent
- * Farsi – Conversational
- * Urdu – Conversational

COMPUTER SKILLS

- * MS Office
- * Internet & Email
- * Arabic & English Typing

OTHER SKILLS

- * Leadership
- * Teamwork
- * Communication
- * Presentation
- * Creativity
- * Time Management
- * Organizational
- * Multitasking
- * Research & Writing

CAREER OBJECTIVES

A hard-working, tech-savvy, independent, and self-motivated graduate with proven interpersonal, writing, technical, and teamwork skills. Aiming to leverage my abilities and knowledge to effectively fill a suitable role at your company. Practical experience in management and leadership gained through University projects, which involved task coordination between group members and ensuring everyone was in sync with the latest updates to proficiently meet deadlines.

EDUCATION

- * **Bachelor of Business Administration in Management Information System (MIS) – 2009**

Minors: Business Management

Abu Dhabi University – Abu Dhabi, U.A.E

WORK EXPERIENCE

- * **2022 HealthPlus Network of Specialty Centers**
(Jul – Sep) A Mubadala Health Partner - Abu Dhabi, U.A.E

♦ Patient Experience Department

1. Guest Ambassador

- Toured the visitors throughout the centers as required.
- Utilized strong communication and interpersonal skills to assist and respond to patient queries.
- Handled and resolved patients complains and issues expeditiously and effectively.
- Maintained and improved quality services by being updated about the centers operations, services, and physicians available.
- Attended and completed Patient Experience internal training.

VOLUNTEER EXPERIENCE

- * **Special Olympics World Games (Abu Dhabi 2019): Healthy Athletes First Training Program - 30th September, 2017**

Department of Health & Takatof - Abu Dhabi, UAE.

♦ General Volunteer

- Attended an introductory session related to dealing with people of determination medically, physically, and emotionally.
- Provided information and directions to guests and participants.
- Distributed and administered a questionnaire to gather information and opinions of medical volunteers and people of determination participants regarding Healthy Athletes Training Program and Special Olympics World Games.