

LEEN FREEJ

Business administration

Contact

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Professional Summary

Dedicated Customer service professional with multitasking abilities.

WORK EXPERIANCE

Customer Care Executive

NMC healthcare
05-2021 ~ 06-2023

- Providing a range of reception and administrative services related to patients.
- Answering incoming calls and answering inquiries.
- Perform the duties of dealing with the patient / cash / telephone.
- Provide information about medical insurance coverage for patients.

BANK TELLER

Syria and overseas
02-2020 ~ 03-2021

- Placed orders for customer checks and verified starting numbers.
- Processing customer transaction promptly minimizing waiting times.
- Larned about customer financial needs, established trust and optimized sales apportunities resulting in quality customer service.

EDUCATION

Bachelor's: Business Administration

Qasion Privet University - Damascus
10-2015 ~ 12-2019

Languages

Arabic

Excellent

English

Very Good

Skills

QuickBook

Very Good

Business administration

Very Good

Time Management

Excellent

Registration Management

Very Good

Accounting

Very Good

MS OFFICE

Very Good