

## FATMA JABER ABDULLA ALMAJEDI

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- Nationality: Emirati
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### Objective

To obtain a challenging position that will utilize my skills and experiences and provide me with the opportunity for growth and development.

### Education

- B.ED. English Language Teaching 2021  
Higher Colleges of Technology
- High School Certificate 2016  
New World Private School

### Work Experience

- **Position:**  
Patient Access Representative SEHA Current
- **Role:**  
Replaying to all submitted complains by patients  
Data analyst  
Patient registration  
Training new employees  
Preparing and submitting dailies report

### Skills Gained

#### Languages

- Arabic-Fluent (Written & Spoken)
- English-Fluent (Written & Spoken)

#### Computer/Programming Skills

- Microsoft Excel
- Microsoft Office

### **Organization Skills**

- Time management
- Attention to detail

### **Interpersonal Skills**

- Can work independently and in groups
- Self-motivated, self-assured, optimist

### **Communication Skills**

- Excellent communication skills, verbally and written
- Dealing with different demographics and backgrounds of people
- Presentation skills

### **Volunteering Experience**

- National Screening Center City Walk (COVID-19)
- Sharjah International Book Fair
- GITEX Exhibition