



HAMZA BADDOU

IN-PATIENT EXECUTIVE/ADMINISTRATIVE OFFICER

CONTACT

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Abu Dhabi, United Arab Emirates

EDUCATION

GUESS, MAROC

- Bachelors of Sciences

SKILLS

- Hospital Operations
- Patient Coordination
- Communication Skills
- Teamwork
- Time Management
- Leadership
- Critical Thinking
- Public Relations
- Problem Solving
- Multitasking
- Record Management
- Customer Service
- Shift Flexibility (Day/Night)
- Confidentiality & Data Protection

LANGUAGES

- Arabic (Fluent)
- English (Fluent)
- French (Fluent)

Interests:
Boxing, Swimming, Travel, Gaming, and Football

Driving License:
Holder of a valid UAE driving license

PROFILE

Experienced Inpatient Executive and Administrative Officer with a strong background in hospital operations and patient coordination. Trusted to manage the entire hospital during night shifts, ensuring smooth operations and patient care. Flexible with day, evening, and night shifts. Skilled in administrative support, record management, and customer service across the MENA region.

WORK EXPERIENCE

Burjeel Hospital, Najda

2023 - PRESENT

In-Patient Executive/Administrative Officer

- Handled patient admissions, transfers, and discharges in line with hospital protocols.
- Monitored bed availability and inpatient flow for efficient utilization.
- Served as the primary contact for patients and families, addressing concerns with care and professionalism.
- Oversaw hospital operations during night shifts, ensuring safety and continuity of care.
- Coordinated with medical and nursing teams to support daily patient needs.
- Maintained accurate records, billing info, and documentation.
- Performed general administrative tasks including filing, reports, and database updates.
- Supported inventory tracking and scheduling.
- Ensured compliance with hospital policies and confidentiality standards.
- Provided responsive support during emergencies and off-hours situations.
- Delivered consistent, high-quality service to patients and staff.

CLS Fitness Club

2020-2022

Personal Trainer

- Collaborated with clients to create customized health and fitness programs tailored to their goals.
- Provided guidance on nutrition, motivated clients, offered constructive feedback, and monitored their progress to ensure continuous improvement.

Webhelp Group

2018-2020

Admin & Receptionist

- Provided customer service and resolved inquiries.
- Managed daily admin tasks and document handling.
- Scheduled appointments and coordinated travel.
- Oversaw staffing, supplies, and petty cash.
- Maintained communication with government and business contacts.

Professional References

Available upon request.