

Najat Qamar

Receptionist / Insurance

Phone: (+971) 547779459 | Email: najatqamar751@gmail.com | Marital Status: Single
Date of Birth: 04/11/1991 | Nationality: Moroccan | Visa Status: Working visa transferable



Career Skills

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

Experience

2024 – 2025

RIAZ MEDICAL CENTER Sharjah, U.A.E

Work as a receptionist and responsible for checking patient insurance eligibility, registration and billing.

2018 – 2022

EMIRATES EUROPEAN HOSPITAL Sharjah, U.A.E

Work as a receptionist and responsible for checking patient insurance eligibility, registration and billing.

2016 - 2018

INTERNATIONAL SPECIALIST MEDICAL CENTER Ajman, U.A.E

Work as a receptionist and responsible for all the phone calls, appointment booking, insurance approval, registration and billing.

2014 - 2016

L.A.P COMPANY Morocco

Worked as supervisors Store Customer Service.

2013 – 2014

EBN EL WALEED DENTAL CLINIC Morocco

Work as a receptionist and responsible for all phone calls and appointment.

2012 - 2013

MUHAMMAD V. HOSPITAL Morocco

Work as a receptionist and welcoming the patient and appointment and billing.

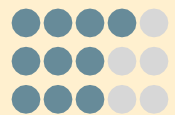
Skills

PROFESSIONAL

Good Relationship with customers, punctual worker.

LANGUAGES

Arabic
English
French



Education

NEW DIRECTION TRADING CENTER

- Diploma in English Speaking Course (4 levels)
- Diploma In Integrated Skills In Secretarial And Office Management

MORACCO
2016 - 2017

**HIGH SCHOOL DIPLOMA
MORACCO**
2010 – 2011