

Asmaa Mohamed Mohammed Soliman

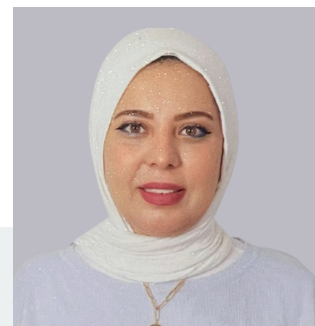
I'm self-motivated, looking for challenge, constantly learning and looking to connect my work to a great purpose.

EXPERIENCE

Insurance coordinator

National AL Qassim Hospital, Saudi Arabia —Saudi
Electricity Company 8-2012 – 10-2014

- Coordinating with people from several departments on behalf of employing department.
- Coordinating with marketing, operations, and human resources management departments, receiving mails and distributing to various people in the office
- Preparing administrative and functional reports for the manager, receiving incoming calls, making outbound calls divisions collecting invoices generated and submitted by Department members.
- Forwarding the invoices to the account's division; preparing invoices on behalf of the manager.
- Physically moving stationery and documents to various places in the office and performing various other duties as required.
- Egypt Web Technologies Code 95, Ismailia ,Egypt.
- Achievements/Tasks with Magrabi Hospitals (Saudi Arabia United Arab Emirates. Oman. Egypt. Qatar).
- Strong communication skills, with a relatively quick response time.
- Comfortable working both autonomously and collaboratively.
- Able to use Google docs and online plagiarism checker Working knowledge of SEO principles.
- Competitive analysis.
- Sharing articles with social media, Bing and bookmarks following ranks for the keywords and updating them Human resources literate.
- Team Leader at Suez Canal Insurance Company
2/2022 – 5/2024
- Tele Sales at the Orman Society
4/2019 – 6/2021
- A course on communication, speech and language disorders, and developing language skills for children, at Cornell for training.
10/2023



CONTACT

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Egypt

EDUCATION

- The higher institute of social work,
location -2008.
(09/2004 – 06/2008).

LANGUGES

Arabic: Excelent

English: Very Good

INTERESTS

Languages Studying

SEO Literate

Human Resources Literate