



NADIA KILANY

Medical Secretary

+20 1122 404 589

Egyptian

Shoubra, Kalyoubia, Egypt



Holds a bachelors degree in tourism studies



Nadiakilany1@gmail.com



28 Years / Married

Objective

Seeking a challenging position in a company or an organization where my skills and knowledge can be applied and further enhanced.

Employment History

Work at human resources at
Petrilium medical centre

2023-2024

Work data entry at internal reference management at
Petrilium medical Center

2023-2024

Work data entry at quality management at
Petrilium medical Center

2023-2024

IT systems and information about toxins
(drugs) at the petroleum sector level

Nov 2022 – Aug 2023

Petroleum Medical Center

Cairo, Egypt

Medical Secretary, Data Entry
Petroleum Medical Center

Aug 2021 – Present

Cairo, Egypt

Education

Commercial Girls High School

Commercial Tech. High Schools Diploma - 2019

Cairo, Egypt.

Skills

IT Skills

- ICDL Certified.
- Windows OS, Internet.
- MS – outlook.

Languages

- Arabic (Native)
- English (Good)

References upon your request,