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| --- | --- | --- |
| **Evening Phone** | : | **(+202) 37429335** |
| **Mobile Phone** |  | **+2-01271411144 -- +2-01149969292** |
| **Address** | : | **2 Mobark St. esbates el harm st. El Shimaa tower , Cairo , Egypt.** |
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## MOHAMED MEDHAT HELMY

# Objective

To pursue an excelling career in an organization that provides a challenging work environment and gives me scope to update my knowledge and skills in accordance with the latest trends in the business and be part of team that dynamically works towards growth of the organization.

# Education

**University Education:**

Advanced Academy for computer science and management technology in EL Harm, Giza, Egypt. {2003-2007}

**Major :** BSC of information system and business management.

**Grade :** Good

# Summary of skills

**Computer skills**

1. Professional computer hardware maintenance.
2. HTML – Photoshop for Web – swish ax – Microsoft front page.
3. Professional user for Microsoft office.
4. Fundamental basic networking course from ministry of defense.
5. Windows & office ( 98 , 2000 , XP , Vista , 7 ).

**Language skills**

1. Native language : Arabic
2. Excellent command of both writing and speaking English
3. Fair command for both writing and speaking granny.

# Courses

1. International computer driving licenses (ICDL)
2. English course at ( Ministry of defense language institute )
3. Safety driving course
4. Customer relations course
5. All HSE related courses.

# Experience

**1- Position: Emergency Case Manager** (AtAs Salam international hospital – Cairo (Egypt) / From Dec 2015, till today)

* + **Responsibility:** Sealing the process of communication between different parties of care givers in the ER.
  + Close the communication gap between the ER specialists and the nursing in the ER.
  + Help the ER physicians in the process of communication with other specialists from other departments.
  + Follow up on the process of documentation (the file completeness, and data integrity and legibility).
  + Follow up on the process of medical reports completeness and timely delivery to the patients in the ER and send a feedback for the ER manager about the rate of missing files and documentation.
  + Help in collecting data for statistical purposes upon request and preauthorization by the ER manager.
  + Help to allocate any resources needed by the ER specialists to ensure the efficiency in supplying the emergency medical service including incomplete labs and radiology results that are needed to fulfill patient management plan.
  + Solve and resolve any problems facing the ER customers that interfere in the process of sound timely acute medical care provision.
  + Act as source of data for any other problems that arises in the contingency of the ER work flow.

**2- Position: Out-Patient Receptionist** (AtAs Salam international hospital – Cairo (Egypt) / From Jan 2014, 2012 till Dec 2015)

* + **Responsibility:** To work closely with the multi-disciplinary out-patient team to maintain
  + Recognized standards promoting efficient clinic management and
  + Seamless patient journey.
  + Utilizes the Q system to call patients coming for different consultations to initiate the registration process
  + To welcome and assist patients and relatives on their arrival to the registration desks through liaising with medical and nursing staff and being the first point of contact to patients and their families.
  + Initiates registration procedures on HIS through opening a file for patients coming for consultations through maintaining confidentiality at all times.
  + Confirms method of payment and registers the patient accordingly
  + Accesses the physicians’ slots at the out-patient scheduling module on HIS and converts booked patients into showing patients once patients arrive based on a prior booking.
  + Books clinic appointments for walk-in patients.
  + Registers patients coming for follow-up appointments.
  + Uploads different out-patient procedures, services, consumables and investigations on HIS system.
  + Fills different claim forms with insured patients’ data prior to being examined by the physician.
  + Operates on the lab information system to undergo electronic sample collection, etc if necessary.
  + Obtains the fee for service for self-paying patients prior to transferring the patient to the relevant clinic.
  + Creates out-patient invoices for cash and sponsored patients and undergoes settlement if patient is self-paying.
  + Revises cash report on HIS before handing over to the general cashier.
  + Complete administrative tasks for the department as requested by nurses, staff and consultants.
  + Undergoes stock requisition on HIS for Out-Patient Department store and takes responsibility of stock receipt.
  + Utilizes the Q system to transfer patients to nursing assessment rooms after finalizing registration process.

**3- Position: Operator** (AtHalliburton petroleum company – Cairo (Egypt) / From Oct, 2012 till Jan 2014)

**Responsibility:** Working in WPS logging in desert to get the data from petroleum Rig.

**4- Position: Service Planner** (AtHalliburton petroleum company – Cairo (Egypt) / From Oct, 2010 to Oct, 2012)

**Responsibility:** Coordinate between main company branch and mrsa matroh branch and Responsible for coordination with all employees in marsa matroh branch for their HR requirements and to inform HR department in the main branch.

**5- Position: Courier** (At FedEx – Cairo (Egypt) -- From Sep, 2007 till Sep, 2010)

**6- Position: Cashier** (AtCarrefour – Cairo (Egypt) -- From Jun, 2006 till Oct, 2008)

**7- Position: designer** (AtImpact BBDO for advertisement – Cairo (Egypt) -- From Jun 2004 till Jan 2005 )

**Interests :** Computer, Reading, Travelling , listening to music , working with team , hard worker and keep learn most of the time.

# Personal Data

**Gender :** Male / **Date of Birth :** 11th of Jul, 1986 / **Place of Birth :** Cairo **/ Marital Status : Married / Military Status :** Exempted **/ Nationality :** Egyptian

#### N.B: References Furnished Upon Your Request

#### I wish my CV meets your interests hoping to join your leading company...