

# Ahmed El Sayed A.Sattar

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**Birth date:** 08/11/1984

**Military service:** Exemption

**Marital status:** Married

**Driving License:** Professional license (3<sup>rd</sup>)

## OBJECTIVE

Starting a challenging career in an encouraging environment in order to increase my skills, gain experience and develop the company potentials.

## WORK EXPERIENCE

2014 – Still now

### Medical secretarial team leader, Mabart El Asafra Laboratories

Responsibilities:

- Establish operation strategy in a team for improving performance and speed up the completion of results to be delivered on time without delay.
- Preparing data and information to conduct data analysis to reach the best performance for customer satisfaction.
- Work to solve the problems that may appear in the surrounding work environment to prevent a problem affecting the work cycle.

2012 – 2014

### Processed medical report, Mabart El Asafra Hospital

Responsibilities:

- Preparing medical reports for patients to be submitted to external parties.
- Carry out reservation procedures for patients and operations in the hospital.

2011 – 2012

### Call center, Mabart El Asafra Hospital

Responsibilities:

- Respond to clients and transfer them to different departments.

2008 – 2011

### Cashier, Automobile and touring club of Egypt

## EDUCATION

**Bachelor Degree of Commercial - Accounting department**  
, Alexandria University

## ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel