

# Passant Adel Mohamed Mahmoud

cairo- egypt

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Administrative supervisor / Administrative assistant / Receptionist / operation officer  
/ Data entry

Responsible for the overall administrative functions and workflow of the department while supervising other administrative staff – office managers and assistants – excellent Communication skills - Able to communicate concepts and strategies clearly to colleagues

## Competencies

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Dealing with different types of people - Communication skills – Organizing skills – leading – problem solving - team building - negotiation skills - Able to work on tasks individually or as part of a team - Quick and accurate keyboard skills - Ability to deal professionally but firmly with customers - including people older than myself

## Work Experience

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- **From ٢٠٢١ – ٢٠٢٢ at (Gado centar ) as manager clinics.**
- **From ٢٠١٦ - ٢٠٢٤ at Alameda (Elixir center) administrative supervisor on Branches.**

\*Scheduling and coordinating the appointments o patients and doctors.

\* Bringing and supervising patient approvals whether by email or online systems and solving any problems.

\* Daily review of the bills of insurance company patients, which reduced the mistakes returned by the companies and provided funds that were deducted monthly.

\* Training ٦ employees during the branches expansion period to ensure attention to detail and adherence to the work policy.

\* Supervising and coordinating daily bookings.

- **From ٢٠١٣ - ٢٠١٥ at Alameda (As-salaam international hospital) as receptionist .**

\* Bringing patient approvals whether by email or online systems and solving any problems.

\*Receiving patients, completing procedures and making invoices for the patient to have good service

- **From ٢٠١٢ - ٢٠١٣ at MIS company as operations officer.**

## **Educational Qualifications**

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- Human Resources Management Diploma (HR Diploma)  
EgyCham , Egypt  
Graduation year :٢٠٢٤
- Business administration diploma  
Ain Shams University  
Graduation year ٢٠١٦.
- Bachelor's Degree in Commerce, Accounting Department  
Ain Shams University  
Graduation year ٢٠١٢.

## **Courses and certifications**

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- (SAP ERP ) User .
- General English -Berlitz - Ain shams university .
- Microsoft Office( Excel – Word ) .