

# C.V

## Wael Mohammed El Arabi

E\_ Mail Address: Elhanafi42@gmail.com

### Personal Information

Nationality : Egyptian  
Date Of Birth : 30 / 07 / 1984  
Mobile No : 00201115989942  
Home Phone : 0020553351767  
Current Address: Egypt .Cairo

### Education Qualification

Bachelor of Agriculture Engineering . May 2005  
Zagazig University.  
Faculty of Agriculture  
Department : Plant Pathology .  
Average Grade Very Good

### Personal Skills

Language Skill  
Arabic Native Tong  
English Very Good Speaking, Reading and Writing  
Computer Skill  
ICDL  
Hard ware  
General Course

### Experience

Company Name: Private Farms  
Job Title. : Agriculture Engineer  
Starting Date. : 01/01/2019  
End Date. : Till Now  
Location. : Egypt  
Job Description : Superior of Agriculture labourer in plant nursery. harvest crops . Irrigation system . Fertilizer plant and Diseases control

Company Name : Magic Touch LLC  
Job Title. : CEO  
Starting Date. : 04/11/2016  
End Date. : 04/11/2018  
Location. : UAE . Abu Dhabi  
Job Description. : Hiring Staff. Payroll. purchase the Furniture

Company Name : Sheikh Khalifa Medical City  
Job Title : Patient Access Representative  
Starting Date : 06/07/2009  
End Date : 04/09/2016  
Location : U.A.E Abu Dhabi

**JOB DESCRIPTION :**

- Participate in, contribute to, and implement quality improvement ideas and initiatives.
- Maintain an organized work environment (registration area and nursing stations).
- Maintain confidentiality of all information in accordance with the SKMC/HAAD policy.
- Adhere to requirements of the Occupational Health and Safety Guidelines and Infection Control Guidelines.
- Understand and adhere to emergency preparedness plans/policies.
- Report shortfall of supplies to supervisor, senior staff and/or Lead nurse. Liaise with supplies department regarding shortages and requirements as required
- Refer items for repair and initiate minor work procedures as required.
- Perform other related duties as required.

Complete Admissions, Registration and Scheduling (ARS) processes using Computerized Hospital Information System :

**Identify patient, collect accurate registration and admission information from patient or family member.**

- Register patients in computerized Hospital Information System (HIS) by entering demographic and other clinical data as outlined in departmental policies and procedure. Update patient details.
- Generate patient wristband, labels & forms from the computerized Hospital Information System, affix wristband to patient and distribute labels and forms to the patient care areas.
- Update patient movement, and complete discharge process in HIS.
- Main Admissions: Pre-Register patients for elective Day Care Admissions in the computerized HIS. One day prior to admission, confirm OR Booking List with Scheduled Admission list. Investigate and resolve any discrepancies.
- OSC/PHCs: Schedule appointments for new patients and make inpatient and clinic follow-up appointments in the computerized HIS according to the clinic standards e.g. correct appointment type, duration and resource code. Reschedule, modify and cancel appointment in the system while adhering to clinical team requirements. Organize clinic appointment lists ensuring that physicians' clinic time is maximized on a daily basis.

Perform cashiers duties :

- Identify paying patients, verify and check eligibility and validity of the insurance card.
- Complete the Billing process for insured and self paying patients by entering relevant patient data into computerized Billing system.
- Prepare insurance claim package, including claim form, patients receipt, invoice, patient service form and preauthorization document.
- Collect co-payment and/or deductible.
- Create invoice, and issue receipt vouchers.
- Reconcile daily cash collection at the end of the shift. Submit summary sheet of 'receipt vouchers' along with the revenue to senior cashier from Finance Department.

Company Name : Al jaber Group  
Job Title : Employer  
Starting Date : 26/09/2006  
End Date : 25/12/2008  
Location : U.A.E Abu Dhabi

JOB DESCRIPTION Full responsibility for the facility that I work in terms of security and make sure the work of all safety devices against fire whether automatic or manual and end dates and do administrative work as an assistant and receive requests for maintenance and monitoring of maintenance work

Company Name : D/waled Nada Pharmacy  
Job Title : Assistant Pharmacist  
Starting Date : 03/08/2005  
End Date : 03/11/2006  
Location : Egypt . Sharkii

JOB DESCRIPTION : Organization and preparation of pharmaceutical prescriptions and presented to the pharmacist before giving it to the patient and review the expiry date of medicine and the exclusion of expired medicines and processing requests for the missing medicine from the pharmacy and billing customers, the cost of medicines and an inventory of the monthly budget for medicines and pharmaceutical

## Courses And Training Programs .

Financial Consoler Course  
Healthcare Policy in America Course  
Managing Health and Safety in Healthcare - Safety Management Course  
Compliance and Ethics Course  
Diploma in Human Resources  
Diploma in Operations Management  
Information Technology Course  
ICDL.  
Medical Terminology Course  
English Course .  
Customer Service Course and Diploma  
Infection control  
Fire safety  
Basic Disaster Management Course

## Other Details

Hard Worker .  
Working With Team .  
Can Bear Pressure Of Work .  
Excellent Communication Skills .  
Able To Handle Any Stressful Situation .  
Visa transable  
U.A.E driving license  
Developing my self  
Ability to maintain organized work area  
Ability to type in English language 30 wpm  
Ability to sit for eight to ten hours a day with the usage  
of computers  
Ability to physically complete a rotating schedule including day  
shifts, night shifts and weekend

