

Razan Aldeeb

RECEPTIONIST

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About me

I am highly organized, detail oriented and reliable. Great leader, always improving myself, I am a fast learner so I can adapt to several work environments. I have a sense of urgency and a great time manager.

Experience

Eshraq almadinah medical complex | receptionist **2022 October – November**

- Open new files for patients
- Printing bills and entering data in excel
- Activating insurance policies and sending approvals
- Closing registration at the end of my shift

Joud medical prime center | receptionist **2018 May – November**

- Managed patients files, dates and appointments
- Files organization
- Sending lab specimens
- Sending and receiving dental molds

Education

BLS Provider **2025**

Basic life support

Ibn Sina National Collage **2018 - 2025**

Major: medicine and surgery program

York University English Language Institute **2017**

Passed with honors completed level

High school **2016**

Major: science

Skills & abilities

Management

Communication

Problem solving

Leadership