



Houda Tamim

Beirut, Lebanon

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Employment history

Apr 2025 - Jun 2025

Dental receptionist

Teeth and Health Clinics at Beirut, Hamra

- Managed patient appointments, enhancing scheduling efficiency and reducing wait times.
- Facilitated communication between dental staff and patients, improving service quality.
- Handled billing processes, ensuring accuracy and timely payments.
- Resolved patient inquiries, demonstrating strong problem-solving skills.
- Contributed to a positive clinic atmosphere, fostering patient satisfaction.

Jan 2023 - Apr 2024

Head of Cuisine

Blizzard at Beirut, Bechara Al Khoury

Greeted customers in a friendly and professional manner

Negotiated and maintained relationships with vendors to ensure a steady supply of high-quality ingredients

Developed and implemented a training program for kitchen staff that improved efficiency and quality of output

Developed innovative dishes that showcased local ingredients, resulting in an increase in customer reviews

Established and maintained a budget that reduced food costs while increasing quality

Jun 2014 - Oct 2019

Secretary

Business Journal at Beirut, Hamra

Answered and screened incoming telephone calls and emails, directing them to the appropriate department

Prepared and distributed meeting agendas and minutes to keep participants informed and on track

Managed a complex calendar and schedule for the executive team, ensuring timely arrivals and departures to all meetings and events

Coordinated travel arrangements for executives, ensuring that all accommodations and itineraries were in place

Developed and implemented office policies and procedures to ensure efficiency and productivity

May 1999 - Jun 2000

Medical Receptionist

American University Hospital at Beirut

Maintained a well-stocked reception area, ensuring patients were comfortable throughout their visits

Answered incoming calls promptly, accurately responding to inquiries and directing calls to the appropriate personnel

Answered patient inquiries, providing accurate and timely information

Resolved patient complaints in a timely and professional manner

Assisted with administrative tasks, such as filing and faxing documents

Skills

Customer Service

Time Management

Team Collaboration

Conflict Resolution

Multitasking

Attention to Detail

Education

Jul 1998

High School

Al ahliah

