



DANYA KAYED

ADMIN- ASSISTANT

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ABOUT ME

Dedicated and technically skilled business professional with versatile administrative support skill set developed through 14 year experience as Patient Service Coordinator. Seeking to join a friendly environment and to grow professionally as Supervisor administrative assistant and utilize my office skills to meet the company's objectives. My endeavor to excel in my job will be very helpful in maintaining an orderly, efficient, effective and productive office.

EDUCATION

BS. PSYCHOLOGY (CHILD GUIDANCE)

Lebanese University / 2009

LANGUAGES

ARABIC

ENGLISH

COURSES

COMPUTER LITERACY MAKHZOUMI FOUNDATION

JAN 2004 - SEP 2004

ADVANCED WORD MAKHZOUMI FOUNDATION

JAN 2004 - SEP 2004

ADVANCED EXCEL MAKHZOUMI FOUNDATION

JAN 2004 - SEP 2004

POWERPOINT MAKHZOUMI FOUNDATION

JAN 2004 - SEP 2004

PERSONAL DETAILS

Date of birth

14 Aug 1984

Nationality

Lebanese

Marital status

Single

DRIVING LICENSE

Driving license category

Yes

WORK EXPERIENCE

THE VIEW HOSPITAL

Doha
2022 - 2024

Admin- Assistant

- Handling schedules to team colleagues; Dealing Daily Calendar's assignment; Handling emails through workflow

THE VIEW HOSPITAL

Doha
Dec 2022 - Present

Patient Access Officer

- Outpatient clinics: assisting patients in coordination of Doctors - Nurses relationship, patient identification through QID scanning on the MCC, payment settlement including invoices; Radiology department: scheduling appointments using RIS; Rehabilitation department: scheduling appointments using MCC; Laboratory department: assisting patients with blood tests; Assisting Call Center with scheduling; Checking approvals with RCM Team

CLEMENCEAU MEDICAL CENTER

Jan 2021 - Dec 2022

Patient Service Supervisor

- Training new Patient Service Coordinators; Checking insurance forms; Ensuring compliance with policies; Providing patient satisfaction; Greeting visitors; Handling complaints; Obtaining signatures and medical records; Data entry and invoicing; Performance improvement activities; Reporting problems; Proposing operational enhancements; Getting coverage approvals; Communicating coverage conditions; Enclosing documents; Sending invoices to Billing; Performing related duties

CLEMENCEAU MEDICAL CENTER

Jul 2011 - Dec 2020

Patient Service Coordinator

- Phone coverage; Calendar maintenance and meeting planning; Travel arrangements; Expense management; General administrative support; Covering other assistant roles

Sep 2006 - Jun 2011

Private Tutor

- Teaching students from beginner to advanced levels in all subjects

Jan 2004 - Sep 2004

Training at Makhzoumi Foundation

- Computer Literacy, Advanced Word, Advanced Excel, PowerPoint

AL AMAL MEDICAL CENTER

2025 - 2025

Receptionist

SKILLS

COMMUNICATION SKILLS



DECISION MAKING



WORK AND TIME MANAGEMENT



DELEGATION OF AUTHORITY AND RESPONSIBILITY



TEAMWORK AND COLLABORATION



PROBLEM ANALYSIS AND ASSESSMENT



PLANNING AND ORGANIZING



ATTENTION TO DETAIL AND HIGH LEVEL OF ACCURACY



COACHING SKILLS

