

KHTAB ALI MOHAMED ELAMIN

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Nationality: Sudan

Date & Place of Birth: 22/02/1981 - UAE

Marital Status: Married



- Real Estate Broker and Coordinator for Logistics Services at Falcon UniversalCommercial Brokerage 2019 until present.

Abu Dhabi Company for Health Services (SEHA) 2005-2018 at Tawam Hospital
Admission & Discharge office.

- Medical Secretary at Al wagan Hospital Sub Hospital tasks including translation documents, minutes meetings , Interpreter & translate all medical reports & oral conversations.
- Updating correct and accurate personal data with confidential manner - Daily report (denials, no show, warning letter, updating pharmacy and registration encounter, consent form).
- Registering ,managing Inpatient ,Outpatient & emergency patients, death and birth certificates procedures.
- Collecting cash for services fees and issue insurance payment receipts & cover percentage (Cashier).
- All administrative duties such as filing, typing, emailing, copying, binding, scanning etc.
- Customer service, Patient Representative Affairs & switchboard operator.
- Al yamama Gas Marketing , Marketing Employee at (Al buraimi-Sultanate of Oman) 2004.

Training/Certification/Workshop

- Certificate of attendance translation culture of profession prince Sultan University (K.S.A) 2020
- Certificate of Participation from Abu Dhabi Statistic Center 2011
- Completed Specialty Certificate in Legal Translation, United ArabEmirates University, Continuing Education Center 2010
- Certificate of attendance – work place monitoring workshop Certificate of Appreciation (JCIA) 2009
- Joint commission International Accreditation Recertification 2009
- Certificate of Participation from Abu Dhabi Culture & Heritage Authority in 2008
- ICDL Certificate from AlKhawarizmi International College 2007
- Received Certificate of Participation from Watani Program 2006
- Certificate of Policy & Procedure workshop - Tawam Hospital 2005
- Certificate of Translation From Arabic to English & Vise Versa, Sudan NewsAgency (SUNA) 2004
- Military background training terms, references and abbreviations translation english to arabic & vise versa at General Headquarter of Armed Forces
- Mastering CAT Tools Wordfast Program

Education & Credentials

2021 Master Degree , Translation Sudan University of Science & Technology, College of Graduate Studies

2008 Post Graduate Diploma , International Relations, College of Economics & Social Studies, Juba University

2003 B.A English Language & Literature, Faculty of Arts, Ummdurman Ahlia University

1999 General Secondary School Certificate

Others:

Diploma of Neuro Linguistic Programming - ILLAFTrain 2009

IT Skills

Operating Systems: Windows XP, 7, Vista, 8, 8.1 & 10 Application

tools: MS Office (Word, Excel and PP)

Language:

Arabic & English professional in both (reading, writing, spoken)