

RABAB ALMOBARK
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Skills

- *Data Entry & Management: inputting, organizing, and managing data within systems and databases.*
- *Document Management: Skillfully organizing, updating, and maintaining both digital and physical files for easy retrieval.*
- *Office Equipment: Proficiency with printers, scanners, and other common office machines.*
- *Basic Bookkeeping: For managing financial records, invoices, and expenses, particularly in roles involving administrative tasks like invoicing.*

Experience

Professional Experience

Royal Care Hospital

Data Entry & Administrative Assistant, 2020-2021

- *Organized patient appointments and managed scheduling systems to ensure smooth patient flow.*
- *Assisted with managing patient files, ensuring all documents were accurately maintained and easy to access.*
- *Responded to patient inquiries, providing information on hospital services, appointment details, and general medical inquiries.*
- *Completed insurance office forms, ensuring accuracy and timely submission to facilitate coverage processing.*

Cabinet's Dams Unit

Data Entry & Administrative Assistant, 2020-2021

- *Assisted in the maintenance of equipment, ensuring optimal performance and timely repairs.*
- *Converted and archived paper documents into electronic files to improve accessibility and reduce storage needs.*
- *Worked closely with team members to ensure efficient document management and system updates.*

Education

2003/12- 2008/02

Omdurman Islamic University

College of Science and Technology, Department of Information Systems-

Bachelor degree in Science and Tech- Khartoum, Sudan