**Kaoutar Fairouzane**

Orleans K4A 5M2 , ON Canada

+1 (343) 777 9092

Kaoutar.fairouzane@gmail.com

**N**

**Administrative Assistante**

**QUALIFICATIONS SUMMARY**

* Holder of a bachelor’s degree in computer Programing and mathematics
* 7+ years of experience as a receptionist and administrative assistant.
* Outstanding analytical ability and problem-solving skills with the ability to interpret data compellingly.
* Advanced proficiency in computer tools
* Proven skills in conflict, stress, and time management
* Fast learner, organized and creative
* Demonstrated ability to work in a fast-paced environment.
* Able to work under pressure, multitasker, and detail oriented.
* Ability to work well independently and as part of a multi-disciplinary team.
* **Multilingual:** French (Fluent), English (Advanced), Arabic (Fluent)

**PROFESSIONAL EXPERIENCE**

**Medical receptionist- Part time April 2024 (Current)**

Dr. Ghanim Walk-in Clinic, **Ottawa**

* Greeting and scheduling patients and visitors,
* Bookkeeping,
* Billing, invoicing for services not covered by Medicare.
* Answering and routing calls,
* Making transactions,
* Keeping paperwork organized,
* Using EMR system for demographics, billing, keeping records …

**Administrative Assistant**

ELEVATECH – Morocco **Apr. 2016 – Oct. 2023**

* Management of correspondence and documentation.
* Customer relationship management and after-sales services.
* Billing, invoicing, quotations, and debt collection.
* Support for administrative tasks.
* Internal communication with employees and external communication with clients.

**EDUCATION**

* **Ongoing Diploma in Computer programming Started Jan 2024**

Algonquin college – AC Online

* **Bachelor’s degree in mathematics and computer science 2011**

University Hassan II of Science, Casablanca, Morocco

* **Google Coursera Certificate in Data Analysis 2023**