

Sahar Sarhadi

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Address: 29 Carnival Way Beaumont Hills 2155

Hi there 😊

My name is Sahar. I am 26 years old and just came to Sydney in August 2023 on a student visa. When I was back home I have limited experience working in a medical clinic as a receptionist and retail sale person. I'm a Nursing student now and I really enjoy spending my worktime in a medical centre, so that it will improve my experience and I will be familiar with the medical-based jobs and the medical system.

I also used to work in a Café for almost 2 years and enjoyed it a lot! I really enjoy serving customers, having a chat with them and making a smile on their face. Overall, I enjoy working directly with customers, so I am looking for a job ideally in customer service as well.

My studies commence on 8th of Jan 2024, I can be available part-time because I am allowed to work 24 hrs a week. Please read my resume attached to this cover letter and do not hesitate to contact me if you have any questions.

I am looking forward to hearing from you soon.

Kind regards,
Sahar

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Summary

- Having a degree in psychology (graduated in 2021)
 - Master of Nursing student (at Western Sydney University)
 - Smart, talented, punctual and a reliable person
 - Highly interested in and motivated for customer service
 - Having a valid Australian First Aid certificate (HLTAID011)
 - Good knowledge of Microsoft Office
 - Visa status: Student Visa (subclass 500)
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Job History

Medical Secretary and Office Administrator

Private Practice (of Dr. Samaneh Zand, ENT Specialist) - IRAN

March 2020 – Dec 2022 (part time - 3 days a week)

Key responsibilities:

- Managing office communications
- Scheduling and confirming patient diagnostic appointments, surgeries, and medical consultations
- Receiving and assisting patients as needed
- Interviewing patients to complete documents, case histories, and forms such as intake and insurance forms.
- Maintaining detailed patient and medical records
- Ensuring confidentiality of sensitive information
- Working with insurance companies to process claims
- Processing invoices, bills, and payments
- Assisting the doctor as per her instructions (sterilization and sanitization of used equipment, etc)

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Café Associate and Cashier

Face Game Club – Karaj IRAN

July 2021 – July 2023

Key responsibilities:

- Scan customer selections and ensure prices and quantities are accurate.
 - Issue customer bills
 - Accept and manage payments
 - Issue payment receipts
 - Answer inquiries and provide helpful information
 - Respond to complains in a positive manner
 - Direct concerns to the Chef or the café manager
 - Work as a back up Barista when he was absent or on busy pick hours
 - Prepare different kinds of hot drinks (Latte, Espresso, Flat white, Long Black, Cortado, Americano, Mocha, Cappuccino, Romano), and cold drinks (Affogato, Iced Coffee)
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Language Proficiencies

- **Persian:** Fluent
 - **English:** Very Good
 - **PTE Academic Overall Score: 77** (30 Nov 2022)
 - **Listening: 74, Reading: 76, Speaking: 90, Writing: 72**
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Hobbies

- Movies & Series
- Cooking
- Baking