


Alanood Alhaboudal







 Al-khobar

 05471 62242

 a.alhaboudal4@gmail.com

An organized and hard working individual looking to secure a responsible career opportunity, while making a significant contribution to the success of the company. In addition, ability of communicating with others and the ability of learning new skills as well as excellent communication.

Skills

- Administrative office operations  Excellent
- Microsoft Office usage  Excellent
- Office management professional  Very Good
- Hard Worker  Excellent
- Communication  Excellent
- Critical Thinking  Very Good

Work History

● Office Administrator / Pmt Coordinator

SAS Flare International Co. LTD., Jubail

- Used Microsoft Word and other software tools to create documents and other communications.
- Collaborated with [department or management](#) to achieve result.
- Document Controller.
- Project Management Coordinator.
- Office Administration.
- HR Assistant.

● Receptionist

Sulaiman Al Habib Hospital, Saudi Arabia , Riyadh

- Confirmed appointments, communicated with clients and updated client records.
- Received in-bound calls and initiated out-bound daily calls to introduce

2019-02 - 2022-02

2017-03 - 2017-05

- customers to products and services offered.
- Responded to inquiries from callers seeking information.



Education

2014-04 - 2015-01

- **English Course**

ELS Philadelphia - USA - Philadelphia

2016-05 - 2017-07

- **Behavioral Health And Human Serv.**

Community College of Philadelphia - USA - Philadelphia

2018-02 - 2019-12

- **Social Work**

Princess Nora University - Riyadh

- **High School**

The Third Secondary School For Girls - Al-khobar



Languages

- Arabic as a first Language

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Excellent

- English as a second language

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Excellent