

Manal Al Ibrahim

Seeks suitable job position to dedicate my service loyally, obediently, sincerely and to strive hard to achieve and attain maximum productivity & profitability to the organization by employing personal skills and capacity.

Contact

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Education

Bachelor of Specialist Education: Learning and Difficulty

(Imam Abdulrahman Bin Faisal
University- College of Education - Jubail)

Languages

- Arabic
- English

Computer Knowledge

- MS Office
- Internet and Email

Highlights

- Multi-tasking
- Attention to detail
- Customer Service
- Scheduling
- Quality focus
- Time management
- Professionalism
- Highly responsible and reliable

Experience

Sr Front Office Executive - 08/2019 to Present *Salamatek Medical Center Co., Safwa.*

- Prepared and sent financial statements to support bookkeeping functions
- Interviewed patients to collect medical information and insurance details
- Supported administrative and healthcare staff with skilled clerical assistance such as ordering supplies and organizing office inventories
- Ensured that the phone was answered by the second ring and enthusiastically greeted all callers
- Processed patient payments and scanned identification and insurance cards
- Scheduled and followed up on patient appointments, collected and processed patient payments and maintained patient files
- Answered multi-line phone system and directed callers to requested personnel and departments
- Communicated with all partners throughout the practice including physicians, nursing staff, technicians and medical assistants

Trainee Teacher - 01/2018 to 04/2018 *Second Elementary School, Safwa.*

- Worked with students across multiple classifications and degrees of special needs
- Modified general education curriculum for special needs students using various instructional techniques and technologies