

Fatimah Altareef

📍 Dammam, Eastern Province 32662

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Professional Summary

Outgoing and friendly Receptionist offering dynamic client engagement. Excels in calendar management and scheduling, data entry and database administration.

Education

06.2019

Bachelor of Public Relations, University of Sharjah - UAE , Sharjah

Work History

10.2020 - Current

Receptionist

Magrabi Eyes Center - Dammam, Eastern Province

- Checked patients in and out and collected payments.
- Verified insurance coverage.
- Handled customer complaints, providing appropriate solutions to guarantee positive outcomes.
- Data entry and processing through HMIS.
- Answered questions and addressed, resolved or escalated issues to management personnel to satisfy customers.
- Oriented and trained new staff on proper procedures and policies.

Public Relations Intern

University Of Sharjah - Sharjah, UAE

- Gathered and organized files and student documents.
- Worked with administrators to support needs of all students.
- Helped with office tasks, taking messages, scanning documents and answering phone inquiries.

Skills

- Data integration
- Teamwork and Collaboration
- Meticulous and organized
- Customer-service orientated
- Software: MS Word, PowerPoint, Excel.

Certifications

- The Art Of Dialogue And Persuasion
- Preparing And Implementing Presentations
- Social Media Use Skills.