

# Aisha Al Mansour

ADMINISTRATOR

✉ aisha.a.m14@gmail.com

📍 AlHofuf, Ahsaa, Saudi Arabia

☎ 0547448636

## Profile

Professional with excellent communications and interpersonal skills. Interested in the position of Administrative Coordinator, bringing proficiency in word processing and spreadsheet applications, sound knowledge of project management, and experience in performing administrative duties.

## Employment History

Coordinator , Al Ahsa Hospital , Ahsa

*February 2020 — Present*

Coordinating periodic medical check up for our corporate companies employees - Finalizing patients report - Booking appointment for patients- Coordinate with the companies for any required assistanc.

Administrative assistant , Protiviti member firm (Management Consulting), Riyadh

*October 2018 — January 2020*

Making employees entry Visas -Assistant with candidates interviews - Booking meeting rooms- organizing work shops -Making spreadsheets applications- Making international conference calls.

Receptionist , Saif Beauty Clinic , Ahsa

*April 2018 — October 2018*

Opening patient visits - Booking appointments for patients - Organizing clinic files - Working with the medical system - Customer service.

## Education

Bachelor degree , King Faisal University

*January 2013 — May 2016*

Nutrition Science

## Internships

Nutritionist , Prince Sultan Cardiac Center, Ahsa

*November 2015 — February 2016*

## Courses

English language advanced level course, King Faisal University

*March 2016 — June 2016*

## Details

AlHofuf

Ahsaa

Saudi Arabia

0547448636

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## Skills

Great communicator



Good listener



Microsoft Office Proficiency



Effective Team Leader



Active Learning



Efficiency



Positive Thinker



Good time management



Detail Oriented



## Languages

Arabic



English



## Hobbies

Reading

Journaling

Hiking