

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 Business Administration**
Saudi Electronic University (on going)
- **Bachelor of Specialist Education: Learning Difficulties.**
Imam Abdulrahman Bin Faisal University, 2018.

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.

Professional Development

- Outstanding Customer Service Certificate, Alison, June 2022.
- Certificate of Recognition for Completing 150+ hrs. in ESOL Program, Miami Valley Career Technology Center, 2019.