

JAWAHER ALHARTHI

5 years of successful experience in customer service and managing front desks in the health sector. Looking for a position that allows me to develop my skills and experience to utilize them in developing work and achieve the facility's goals.

✉ jawaher_alharthi@outlook.com

📞 0548127222

📍 Jubail

WORK EXPERIENCE

Receptionist

MOUWASAT HOSPITAL

04/2011 - 04/2012

Jubail City

Achievements/Tasks

- Serves patients and helping them, scheduling appointments, and maintaining records and accounts.
- Comforts patients by anticipating patients' anxieties, answering patients' questions, and maintaining the reception area.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information.
- Obtains revenue by recording and updating financial information, recording and collecting patient charges, controlling credit extended to patients, and filing, collecting, and expediting third-party claims.
- Maintains operations by following policies and procedures, reporting needed changes

Receptionist (A) Supervisor

MOUWASAT HOSPITAL

06/2017 - Present

Jubail City

Achievements/Tasks

- Responsible for scheduling and maintaining a well-organized, detailed oriented reception team while performing tasks.
- Drafting and typing letters, email, and other communications for the department as required.
- Responsible on Ifada program at ABSHER system in entering and validating data.
- Responsible of Driving license medical reports permit and Link it to ABSHER system.

SKILLS

Multi-Tasking

Customer Service

Time Management

Scheduling

Quality focus

Leadership

EDUCATION

Bachelor in Business Administration

King Faisal University

CERTIFICATES

Planning, Organization and Measuring Performance.

Fundamental of Management.

Leadership.

Cyber Security.

Operations Excellence Program.

Executive Secretarial Program.

Cybersecurity Risks.

Customer Service - Professional Interaction.

ACHIEVEMENTS

Perfect Employee for the year (2019)

LANGUAGES

ARABIC

Native or Bilingual Proficiency

ENGLISH

Full Professional Proficiency