

ABDULHAKIM ALRASHED

RECEPTIONIST

+966530734370

abdulhakim370@hotmail.com

Al Khobar

PERSONAL SKILLS

- MICROSOFT PROGRAMS
- COMMUNICATION SKILLS
- OFFICE WORK SKILL
- WORK UNDER PRESSURE

LANGUAGE SKILLS

- ENGLISH

MY EDUCATION

HIGH SCHOOL

2010 - 2011

PROFILE INFO

Applying my acquired experiences within a competitive work environment that enhances my ability to progress and fulfills my passion for gaining experience and new skills.

WORK EXPERIENCE

DELMON CO LTD

Receptionist

- Answering phone calls
- Visitors help
- Welcoming visitors and customers

2016 - 2022

ALMANAHOSPITAL

Receptionist

- Answering phone calls.
- Issuing invoices
- Opening files for new patients

2014 - 2015

OTHER CERTIFICATES

COLLEGE OF TECHNOLOGY AT DAMMAM

- ENGLISH LANGUAGE BASICS
- TECHNICAL BASICS

MAOHIBA INSTITUTE

- LEARN ENGLISH AND
COMPUTER