



May, 2015 to April 2017 Working in **Renaissance Arts Contracting decoration Foundation** in Khobar as **Secretary**.

- Prepare and coordinate the employee's annual vacation.
- Prepare the business offer letters to the clients.
- In charge for health and car insurance.
- Responsible to issue the exit, re-entry visa to the employees.

May, 2013 to Dec, 2013 Working in **Dar Al-Afia Medical Group** in Dammam as **Secretary Department of Dermatology and Cosmetology**.

- Verify Insurance card of the patients for approval center and ensure that it is active.
- Coordinates all the needs of the patients with the Doctor.
- Coordinates Aramco patient's appointments.
- Accept telephone calls from the patients instead of the Doctor.
- Arrange bookings and appointments of the patients.
- Save the file of the patients when there is an appointment.
- Prepare patients Receipts.
- Transmit all the receipts to Auditing Dept.
- Coordinate with medical records dep.
- Call the patients to remind them for their appointment.

## Skills/Abilities

### Computer

Excellent with Microsoft Office Word, Excel & PowerPoint.  
Excellent in surfing and communicating through the Internet and Email.

### Communication

Excellent in Arabic (Speaking, Reading and Writing) as a native speaker.  
Good-Standing in English (Speaking, Reading and Writing).  
Ability to learn any knowledge by myself  
Good Communications.

## Training

Dec , 2019 Course for 3 Days at **Watan First Institute** as **Negotiation & Persuasion Tactics & Strategies**.

July , 2019 Course for 4 Days at **Special Technical Training Center** as **Comprehensive HR Management**.

Aug, 2014 to Dec, 2014 Co-up for 10 weeks in **Saihat Society for Social Services** as **Assistant administration and helping all the team there**.