

ZAINAB BIN SALEH

REALTION PUBLIC AND MEDIA

Experience

HUMAN RESOURCE SPECIALIST

Mohammed Al-huraiqi co., Dammam | 2020 - Present

Assist in performance management processes
Support the management of disciplinary and grievance issues
Maintain employee records (attendance, evaluate etc.) according to policy and legal requirements

EXECUTIVE SECRETARY

GVS trading Co., Al-khobar | 2019 - 2020

Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc.
Attend meetings and keep minutes
Receive and screen phone calls and redirect them when appropriate
Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
Make travel arrangements for executives
Handle confidential documents ensuring they remain secure
Prepare invoices or financial statements and provide assistance in bookkeeping

CUSTOMER SERVICE (CALL CENTER)

Alkhleej taining .co, Dammam | 2018 - 2019

Answering phones from customers professionally and responding to customer inquiries and complaints.
Researching required information using available resources.
Handling and resolving customer complaints regarding product sales to customer service problems.
Providing customers with the organization's service and product information.
Processing forms, orders, and applications requested by the customers.

EXECUTIVE SECRETARY

King Fahad Specialist Hospital, Dammam | 2017 - 2018

Education

RELATION PUBLIC AND MEDIA DEPLOMA

academy of learning, Dammam | 2012 - 2015

GPA 4.65 out of 5

Personal information

Name

zainab faisal bin saleh

Birthdate

04/11/1993

Gender

Female

Residence

Eastern province - Dammam

Nationality

Saudi

Contact Number

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E-mail

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Skills

Skill group

Microsoft office
public relation
work under pressure



Skill group

Team work
Flexibility

