

ABOUT ME

A hardworking, motivated individual who enjoys working with people from different backgrounds and cultures, possessing excellent communication skills and a wide degree of creativity and latitude which have enabled building strong relationships with customers, clients, and colleagues in the past.

CONTACT



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Riyadh, Saudi Arabia



EDUCATION

Business English Communication Skills Specialization

July 2020 – October 2020

University of Washington

Coursera

Cambridge IGCSE O and A-Levels

2012 – 2014

Mathematics, Computing, English Language, Physics, Chemistry

AMBER ARIF RAUF

EXECUTIVE ASSISTANT – CEO OFFICE

EXPERIENCE

EXECUTIVE ASSISTANT TO THE CEO

Anfas Medical Care – Riyadh, Saudi Arabia

July 2021 – Present

- Managing and prioritizing the CEO's schedule to ensure their time is focused on strategic matters
- Coordinating communications, tracking and following-up on requests
- Drafting, preparing and responding to all emails
- Handling all travel reservations
- Ensuring and maintaining confidentiality of all communications and documentation

EXECUTIVE ASSISTANT TO THE CEO

Saudi Medical Care Group – Riyadh, Saudi Arabia

2020 – July 2021

- Preparing patient census analysis reports for each hospital
- Preparing weekly and monthly consolidated financial collection analysis reports for each hospital
- Coordinating communications and preparing/ responding to emails
- Overseeing office inventory/ activities
- Ensuring and maintaining confidentiality of all communications and documentation

ADMINISTRATIVE ASSISTANT TO THE CEO

Saudi Medical Care Group – Riyadh, Saudi Arabia

2018 – 2020

- Managing an active calendar of appointments
- Answering telephone calls in a courteous manner
- Supporting the CEO, C-Suite and General Managers with a variety of tasks related to the organization.
- Monitoring hospitals' patient census on a daily basis and preparing analysis reports
- Ensuring that requested data from hospitals and facilities is provided accurately and delivered with high quality and in a timely manner.
- Enhancing the profile and reach of the company via social media.
- Monitoring competitors' social media activity.

AWARDS

Employee of the Month
Lebara – Etisal Telecommunication
July 2017

CUSTOMER CARE REPRESENTATIVE

Lebara – Etisal Telecommunication

2016-2018

- Assisting customers with finding suitable products or services.
- Receiving and making in-bound/out-bound calls.
- Dealing with customer feedback, concerns and complaints.
- Training and supervising new members of staff.
- Entering and maintaining data into databases and information systems.
- Maintaining a friendly manner and a calm, positive demeanor when handling complaints.

COURSES & CERTIFICATIONS

BUSINESS ENGLISH COMMUNICATION SKILLS

SPECIALIZATION

University of Washington
Issuing authority: Coursera
Issued date: October 2020
Credential ID: H77CZHTU5Z2M

BUSINESS ENGLISH: CAPSTONE PROJECT

University of Washington
Issuing authority: Coursera
Issued date: October 2020
Credential ID: 9NY96JHKKPTL

BUSINESS ENGLISH: MAKING PRESENTATIONS

University of Washington
Issuing authority: Coursera
Issued date: August 2020
Credential ID: 4NADRCVETU3E

BUSINESS ENGLISH: PLANNING & NEGOTIATING

University of Washington
Issuing authority: Coursera
Issued date: August 2020
Credential ID: QGK8MWBPE7HR

BUSINESS ENGLISH: MEETINGS

University of Washington
Issuing authority: Coursera
Issued date: July 2020
Credential ID: PX2XM6ZPYHYT

BUSINESS ENGLISH: NETWORKING

University of Washington
Issuing authority: Coursera
Issued date: July 2020
Credential ID: MU2UF39TBC3T