

HEND SAEED ALOTAIBI

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A hardworking fresh graduate looking for an opportunity to work in a challenging organisation to improve my skills to work with this organisation. an energetic person and a fast learner. Bilingual and I speak English fluently, and Arabic my mother language.

EDUCATION

Diploma . Business Administration 2021 - 2023

Princess Norah University - Applied College

with grade (Excellent) with first class honor

EXPERIENCE

Eqtdar Company

Collecting Specialist April 14 - Present

- Sorting and Evaluating Customers
- Listening skills
- Negotiation skills
- Sending Emails in both Arabic and English
- Working under Pressure
- Time Management

King Abdulaziz Medical City

Administrative Assistant March 12 - June 30

- Make schedules for the Employees and update their shifts during the month
- Take the complaints that the patients send
- Write Emails and Memos for the chief
- responsible for updating the info on Excel
- Take important forms about the monthly purchases

COURSES & CERTIFICATES

- Introduction to PHP Programming Language . 1 week
- Basics of marketing plans . 3 hours
- Basics of human resources management . 3 hours
- Franchise camp course . 2 days
- Financial accounts management course . 4 hours
- STEP exam on 07/08/2023 . Exam Mark : 70
- Business Administration Diploma 21/06/2023 . 4.76 out of 5

SKILLS

- Administrative Assistance
- English Language
- writing Emails - Memos - Letters
- Communication skills
- Teamwork
- Problem-solving skills
- Organization and time management skills