

NADA MIRZA ALKHWAILDI

GRADUATE

SKILLS & INTERESTS:

- English Language (in all skills)
- Computer literacy (Microsoft Office, Microsoft Word, Excel, PowerPoint, Outlook Express).
- Excellent communication skills.
- Time Management
- Hardworking and cooperative.
- Customer Service
- Teamwork oriented.

CONTACT INFORMATION:

Phone: +966 563184842
Email: nadamerza.ali@gmail.com

VOLUNTEERING:

I participated in various local and social groups that provide humanitarian, social and charitable services to the whole community including children, youth and the elderly, 8 years of giving.

REFERENCES:

Karen Van Straaten -
hello@reallygreatsite.com
Academic Manager, Lincoln College

Ralhamadah@lincolnksa.com
Student Services Officer, Lincoln College

PERSONAL PROFILE:

I am a flexible person seeking employment that will allow me to develop, grow and make use of my existing skills. I am a good listener and learner, and am able to communicate well in a team environment. Also, I am keen, hardworking, and reliable with very good time management skills. I learn quickly and willing to adapt to any job setting.

WORK EXPERIENCE:

CUSTOMER RELATIONS OFFICER

**Specialized Polyclinic Clinic (SPC), Safwa |
July - Septmebr 2018**

- Assist in patient registatraion and clinic admissions
- Welcome patients and visitors by greeting patients and visitors, in person or on the telephone; answering or referring inquiries
- Maintain patient accounts by obtaining, recording, and updating personal and financial information
- Help patients in distress by responding to emergencies

MARKETING COORDINATOR

Afaq HR Office | June - July 2019

- give ideas, recommendations, and plan to contribute to the optimization of marketing strategies
- Coordinating, editing, and optimizing any material concerning advertising, branding, and marketing

EDUCATIONAL HISTORY:

LINCOLN COLLEGE

Diploma, Guest Relations Management

Completed in 2019
Studied the disciplines of Business Administration, Customer Relationship Management, Warehouse Management, Exhibition Management and Safety.(English Taught)

NOON HORIZONS CENTER

Course in Human Resources

July - August 2019
Horizons of young national capacities specialized in the development of human resources departments and the provision of specialized services in Dammam.