

ASALLAH ALKHATEEB

MEDICAL SECRETARIAT

EXPERIENCE

work at Dr.suliman alhabib hospital 2019 (call center)

work at Almashfa medical center 2020 (input data)

TRAINING & COURSE

- A course in management of quality in health organization (Ethrai)
- A course in Customer Service for insurance (Doroob)
- A course in communication skills at work (Doroob)
- A course in the skills of teamwork (Doroob)
- A course in personal quality (kus)
- Dura in first aid from the red crescent (ksu)
- Volunteer at the learning zone
- Volunteer pregnancy health (king fahad medical city)
- Human resources course (Ruh_chamber)
- conversational english skills for beginners (Doroob)
- A course in healt insurance (Doroob)
- English for health care (kings college london)
- I Have the license of the health specialist authority (20236788)



CONTACT

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Data of birth:25/4/1999
Nationality : Saudi
Social status:single

EDUCATION

2017 - 2019
King saud University

Diploma of medical secretary,

Grade of (good)

SKILLSET

- Computer skills
- Time managment skills
- TeamWork skills
- Data entry and report writing