

# Noura Hillel Al Otaibi

Riyadh, Kingdom of Saudi Arabia. Mobile: 055 519 4395

email: nnwrh067@gmail.com

## OBJECTIVE

To secure a career in the field of Human Resources at reputed and well-established organisation, which appreciates professional approach and hard work, where I can capitalise my knowledge, values, various skills & experience in contribution towards fulfilling the company's growth objectives, develop my career and excel in the field.

## SKILLS

Excellent Communication Skills

Passionate and Positive Mind set

Democratic Leadership

Work under pressure

Team Building

## Languages

Arabic 

English 

## Personnel Information

Gender Female

DOB 31-Jul-1995

Marital status Single

## EXPERIENCE

### Customer Service Executive /// Feb-2017 -> Now

As customers are king, I am fully dedicated to support and care customers who visiting for us. My main responsibilities are

- Recording appointments for patients and helping them to book right doctor.
- Ensure clients data and Records store secured and Safe
- Staff planning for shift
- Resolving interdepartmental conflicts
- Managing team of 8 Members
- Handling Petty cash

## EDUCATION

### Diploma in Public Relations /// 2014 -> 2016

Imam Muhammad Bin Saud University – Riyadh

GPA 4.55 out of 5

## Training and Workshop

- Human Resources Management
- Secret of Excellence in Work
- Essence of Caring

## Career Rewards

- Being rewarded 03 times as Best team Leader by director of care hospital