

RUBA MOHAMMED ALENZI

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EDUCATION



Medical Secretary | King Saud University, Riyadh, Saudi Arabia (2018 – 2020)

Cumulative GPA | 4.67 out of 5 (SECOND HONORS)



EXPERIENCE



Tamheer Certificate of Training | AL Habib Hospital

Training under AL-Habib Hospital for 3months as Administrative Assistant



COURSES



King Saud University | 2020

Healthcare Management (16 Hours)



Doroob Webinar | 2020

Stress Management in the Workplace (Online)

Infection Control Program (Online)

Smart Work Ethics (Online)



Saudi Red Crescent Authority | 2020

Lecture of First Aid (Online)

Infection Control Program (Online)



CERTIFICATES

First Aid



SKILLS

Personal | Teamwork ,Flexibility , Administrative Skills, Working under Pressure, Communication

Technical | Microsoft Office,

Language | Arabic, English(good)