

AMAL IBRAHIM ALDOSSARI

OBJECTIVE

Interested in administrative work, I have a diploma in business and some courses in administration, HR and IT.

I'm looking for an opportunity to work in the administrative field in challenging, responsible and pleasant working environment.



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2 of Oct, 1990 | Riyadh, Saudi Arabia

CERTIFICATION & COURSES

- **Management basics** of Droop 2020.
- **The training track in HR** of Droop 2020.
- **Information Technology** of Droop 2020.
- **The training program in the real estate** of Riyadh Chapter 2020.
- **Time Management** of Droop2020.
- **Certified Trainer** of Technical and Vocational Training Corporation 2019.
- **Training diploma in Business** of Technical and Vocational Training Corporation 2016.
- **English language of Cambridge** 2015-2016.
- **Project Supervisor** of Ingeus 2015.

EDUCATION

- **Lincoln College- Technical and Vocational Training Corporation.**

Training Diploma in Business 2016.

Study Business Administration Departments and IT.

Professional training in(Data entry-Customer service- Insurance- IT- Survey-Projects).

- **Salman bin Abdulaziz University.**

Bachelor degree in Arabic language 2013.

EXPERIENCE

Medical Receptionist 2017-2018. In Al-Aflaj General Hospital.

Worked on data entry, Customer service, Organization, Appointments, Statistic and Call center.

Customer Serves 2016. In Al-Kamal Medical Complex Professional Training (Data entry, Insurance, Call center) Project Supervisor 2015. In Lincoln College with Ingeus company Female Coffee.

Organization and participation 2015. In Lincoln College Expo.

A volunteer Project to support productive families.

It included about 40 families and was very successful.

Skills

English Language.
IT (Microsoft office)
Time management
Organizing.
Fast learning.