

Ebtisam Alalmal

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📍 Dammam, Saudi Arabia



WORK EXPERIENCE

Office Associate

B-Clinic

09/2022 - 11/2022

Job Roles:

- Receiving patients and responding to their questions and inquiries.
- Appointments coordinating.
- Receive messages and phone calls.

HRIS Administrator

ORA Group

08/2021 - 09/2022

Job Roles:

- Inserting new employees into the HR system.
- Initial phone calls interviews.
- Requesting car's stickers for Aramco.
- Sorting CVs based on their positions.



EDUCATION

Imam Abdulrahman Bin Faisal University

Computer Department, Advanced Diploma in Information Systems.

05/2020

Center of Creativity and Entrepreneurship.

Computer Maintenance Course (85) Hours.

10/2022



VOLUNTEERING & CERTIFICATIONS

• 78 hours of volunteering with Ertiqa organization.

• Membership of the Saudi Council of Engineers.

• 305 hours of volunteering with Ithra.

• Safety in the cyber world.



SKILLS

Flexibility/Adaptability

Microsoft Office

System Analysis

Self Motivation

Database Design