

ESRAA ALRASHEED

SKILLS

- Committed and hard worker.
- Excellent communication and teamwork skills.
- Dedicated with a positive attitude.
- Excellent organizational and interpersonal skills.
- Able to multitask.
- Work well under pressure.
- Microsoft Office.

EXPERIENCE

Admin Assistance | Adeed (COVID Vaccination) | Dec 2020 – Present

- Contact and meet prospective employees.
- Prepare new employee's contract & review their qualifications.
- Responsible of employees & patients records.
- Responsible of employee's shifts & attendance.
- Review vaccine's inputs & outputs.

Billing Officer | Specialized Medical Center | Jan 2017- Jan 2019

- In charge of the billing and collections of the clinic.
- Maintain billing records.
- Link and update the insurance.
- Typing billing data into the computer with proper coding.
- Allocating collections and filing receipts.
- Calculating closing and balancing on a daily and monthly basis.
- Customer service.
- Update customer files with issued invoices.

VOLUNTEER EXPERIENCE

King Abdulaziz Center (Ithra) | World Culture | 2019

OBJECTIVE

A highly organized and hard-working individual looking for a responsible position to gain practical experience.



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0595992419

EDUCATION

Business Banking | Nov 2015 |
Institute of Public Administration

- GPA: 4.93 out of 5.00

AWARDS

- Specialized Medical Center Best Employee of year 2018.
- Institute of Public Administration List of Honor.

COURSES AND CERTIFICATIONS

- Customer Service in Health Care Course
Special Medical Center | Feb 2017.
- CO-OP Trainee Certificate
Samba Financial Group | Aug 2105-Nov 2015.