

HANOUF SULAIMAN AL-SHAMMARI

CONTACT INFORMATION

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OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

EDUCATION:

2006 High school.

2009-2014 Jubail University collage majoring in computer science engineering.(non complete).

2020 – 2021 Training courses with Droob about management and project management

EXPERINCE:

2014-2016

RECEPTIONIST AND AUDITING DEPARTMENT

Coordinate patient appointments in proportion to the doctor and the patient, make contracts for patients in proportion to their medical conditions, and market cosmetic cases in the dental and dermatological department. In auditing files, I worked with the accounting department reviewing the patient's accounts for their treatment and worked as a customer service representative on appointments and reviewing the patient's accounts and benefiting him from the offers from the clinics. And work reports weekly.

2020-2021

ADMIN ASSISTANTS

I worked in organizing the official website of the lawyer's office, registering appointments in Absher, filing lawsuits, entering employee and client data on the lawyer's platform, in accordance with the direction of trainees at work, managing mail, coordinating appointments, scheduling sessions, and writing and sending reports with the latest developments in clients' cases. To them by mail and through the WhatsApp application, managing office accounts and paying employees' salaries, I conducted personal interviews and trained a graduate of human resources and a secretarial employee.

CURRNTLY – FLOWERS SECTION SUPERVISOR

SKILLS:

Creativity Interpersonal.

Critical Thinking.

Problems Solving.

Public Speaking.

Teamwork.

Communication.

Customer service.

Good with Ms Office.

Accounting.

VOLUNTEER EXPERIENCE OR LEADERSHIP SKILLS

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