

Nada Al Kathery

Senior Team Leader

Friendly, Efficient and Extremely Motivated Human Resources and Senior Team Leader With 13 Years' Experience, Manage the Team, and follow their Production. Received Frequent Commendation from Management for Efficiency And Positive Attitude. Constantly developing My Skills and Growing Professionally.

WORK EXPERIENCE

Apr 2012
On Job

Saudi Next Care Insurance Co. Claims Management Dep.

- Data Entry (Enter all Medical Date Into System)
- Process Reimbursement Claims.
- Process Reconciliation Batches.
- Audit And Close The Batches.
- Follow Team Productivity.
- Distribution The Work.
- Training New Employees.

Jan 2020
Mar 2020

Saudi Aramco. (CO-OP Student) Upstream Dep.

- job ladder assign.
- Safety Courses Of Each Dep.
- Training And Development Of Employees.

Feb 2007
Feb 2012

NMC As-Salama Medical Hospital Co.

- Open New Medical File.
- Accept The Patient.
- Making Receipt.
- Prepare Pre-Employment Check Up.
- Prepare Iqama Check Up.

EDUCATION

2018
2020

Academic Of Learning | Diploma DEGREE. Human Resources Management.

2013

SAMA | IFCE (Insurance Foundation Certificate Exam).

2005
2003

Amama Center | English Course & Computer Typing Course.

Dorooop courses

- ❖ the Saudi Labor System.
- ❖ Self-Management.
- ❖ Conversations Skills in English.
- ❖ Culture of Telework Technically.
- ❖ Vehicle Insurance.
- ❖ Introduction to Human Resources Function.
- ❖ Problem Solving in The Workplace.
- ❖ Cyber Security.
- ❖ Leadership Skills.
- ❖ Introduction To Entrepreneurship.



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Kingdom Of Saudi Arabia



23/9/1986

LANGUAGE

ARABIC
ENGLISH



SKILLS & COMPETENCES

- ❖ Microsoft Office (Excel, PowerPoint, Word)
- ❖ SQL
- ❖ Oracle
- ❖ Team Work
- ❖ Decision Making
- ❖ Self-Motivation
- ❖ Organized
- ❖ Keep Learning
- ❖ Communication
- ❖ Leader
- ❖ Flexibility
- ❖ Take Responsibility
- ❖ Time Management

HOBBIES & INTREST

- ❖ Movies
- ❖ Travels
- ❖ Reading Books