



RAWAN ALENIZI

Riyadh, Saudi Arabia • 0531670143 • ii.rawan.a@hotmail.com

EDUCATION

Diploma : Financial Management, 2018
Imam Saud Islamic University - Riyadh

SKILLS


- Managed office supplies.
- Documenting patient information.
- Office calendar management.
- Administration support.
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- Data entry.
- Microsoft Word expertise.
- Greeting visitors.
- Strong problem solver.

CERTIFICATIONS

- Graphic Design Course .
- Management Basics Course.
- Customer Services Course .
- Leadership Basics Course .
- Microsoft Excel Course.

LANGUAGES

Arabic: Native language

English:  B2

PROFESSIONAL SUMMARY

- Energetic, results-oriented team-player eager to bring strong administrative skills to growing company in need of top-level support.
- Successful at managing files, directing guests and restocking office supplies such as paper .
- Motivated Administrative Assistant with exceptional customer service and engagement skills.

WORK HISTORY

Hospital Ward Clerk, 09/2014 to 03/2015
King Fahad Medical City - Riyadh, Saudi Arabia

key Responsibilities :

- Reported concerns regarding patient and resident care.
- Provided assistance in activities of daily living to promote patient and resident health.
- Advocated to needs of patients and residents and provided care in an ethical and legal manner.

Administrative Assistant, 06/2012 to 06/2014
King Fahad Medical City - Riyadh, Saudi Arabia

key Responsibilities :

- Displayed strong customer service skills with professional telephone manner in order to resolve customer enquiries.
- Managed clerical needs of company employees, including copying, faxing and file management.
- Scheduled and confirmed appointments for entire management team .

Ministry of Health customer service specialist 937 for 10 months until the end of the project

ADDITIONAL INFORMATION

Upper intermediate

Date of Birth: 23/07/1993 | **Nationality :** Saudi