

Rehab Salem Almehmadi

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Summary

I am a talented and ambitious individual with a strong aptitude in accounts. With an excellent grip over Microsoft Excel I am keen to start my professional career.

Education

Taibah University College 2020 – 2021
Diploma in Accounting GPA: 4.42 out of 5

Work History

- Coop Training at Yanbu General Hospital**
Jan.2021-Apr.2021
- Submit the financial claim to insurance companies.
 - Issuing invoices to patients
 - Reserving and canceling appointments for patients.
 - Transfer the employee from the hospital to clinic.
 - Worked on Elm program.
- Summer Training at Radhwa International School**
July2019 – Aug 2019
- Worked as an assistant to the teacher.
- Receptionist at Ram Clinic**
Mar.2016 – Mar.2017
- Accountant at Ram Clinic**
Mar.2017 – Feb.2018
- Worked as a cashier.
 - At the end of each day, count the income of each doctor.
 - Reserving and canceling appointments for patients.
 - Worked on invoices.
- Customer Service at Salon**
Jan. 2013 – Aug. 2015
- Welcoming the customers.
 - Training of new employees.
 - Issuing invoices.
 - At the end of the day making statistics of income.

Skills

- Budgeting
- Pro-forma Invoices
- Auditing
- Financial Data Analysis

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- Microsoft Excel
 - Data Entry
 - Teamwork
 - Time Management
 - Well Organized
 - Strong Communication skill
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Courses and Certificates

- Data entry and word processing.
 - Computer skills in secretarial work and office management.
 - Master's professional in human resources management and Strategies in according with modern technologies.
 - The exploitation of computer skills in secretarial and office administration.
 - HR Certificate.
 - Career Planning Course.
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