



SAEED DAFIR HASSAN ALQARNI

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- **Education:** Computer diploma

- **Experience:**



Dallah Hospital JULY 2020 – Current:

مستشفى دلة
DallahHospital

- Contact Coordinator

Tasks & Responsibilities	Projects & Achievements
<ul style="list-style-type: none"> • Call Canter supervisor and coordinator 	<ul style="list-style-type: none"> • Customer service and patient Experience Improvement certification



Emirates January 2017

- customer service:

Tasks & Responsibilities	Projects & Achievements
<ul style="list-style-type: none"> • Customers service 	<ul style="list-style-type: none"> • How to deal with clients



Samba May 2016

- customer service

Tasks & Responsibilities	Projects & Achievements
<ul style="list-style-type: none"> • Customers service 	<ul style="list-style-type: none"> • Dealing with customers



Ministry of Defence August 2006

- Writer:

Tasks & Responsibilities	Projects & Achievements
<ul style="list-style-type: none"> • Administrative clerk 	<ul style="list-style-type: none"> • Outgoing and incoming printing writing official letters

- **Training courses and certificates:**

<ul style="list-style-type: none"> ○ Diploma in Computer and Printing ○ On the typewriter and data entry in community service approved by King Saud University. ○ Patient Experience Improvement Program. ○ Quality and risks. ○ Facility management and safety. ○ Fighting the infection. ○ Customer service 	<ul style="list-style-type: none"> ○ Coronavirus prevention and control measures ○ Labour culture according to the Saudi labour system ○ Customer Service Know your customer from the ○ IELTS preparation ○ Driving basics ○ Effective communication with customers ○ Customer service skills
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- **Skills and strength:**

<ul style="list-style-type: none"> ○ Problem solving: being able to offer solutions to problems. ○ Team Work: being able to work with other people to achieve acommon goals. ○ Presentation. 	<ul style="list-style-type: none"> ○ Computer Knowledgeable: ○ Advance in MS, (Excel, PowerPoint, and Word). ○ Excellent Negotiator. ○ Designing the Job description
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