

TAYBAH ALMUBARAK

Ash Sharqiyah-Dammam

· +966547229919

Taibah.mu@gmail.com

I am seeking a challenging position to navigate in overly complex organization.

EXPERIENCE

RESERVATION AGENT | Hilton Double Tree | 2014-2015

Duties: Working as part of a team in a busy office Environment processing, cleaning and then imputing Data, ensuring report tables and listings accurately Reflect data within a database, Answering all incoming Calls / emails queries from clients /colleagues, Data Manipulation in Excel spreadsheets.

RECEPTIONIST |Physio One Health Care Center| 2018

Duties: Working in quick, well organized environment as clinical receptionist. Greeting and scheduling Patients and visitors, bookkeeping, calling patients to Remind them of appointments, arrange doctors' Appointments and business meetings, handling Billing, answering and routing calls, making Transactions, and keeping paperwork organized Inspect the materials supplied to the clinic for Accuracy and durability, and verify their receipts.

EDUCATION

2018-2020

ACADEMY OF LEARNING |DIPLOMA IN HUMAN RECOURSE

Fresh Graduated

GPA 4.6

TRAINING

2 MONTHS TRAINING

HUMAN RESOUCES ASSISTANT |**Social Development Center in Roudah**

TRAINING COURSES

- Human resource management and planning.

SKILLS

- Ability to build good social relations fast.
- Leadership and communication skills.
- Problem solving and decision making.
- Quick learner.
- Ability to work effectively and independently without supervision.
- Microsoft Office programs (Power point: preparing presentations, Excel: prepare excel sheets to keep record of data, Word.
- I got training on Form builder software.

LANGUAGES

- Arabic Native.
- English Fluent.

-REFERENCES AVAILABLE UPON REQUEST.