

# Yasmeeen Maher Al Jaroudi

**KSA, Riyadh, Al Rawabi – Onayzah Street**

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**MOBILE:** 058-290-3778

**NATIONALITY:** Palestinian

**CIVIL STATUS:** Married

**DOB:** 1986

## INTRODUCTION

Looking for a job where I can collaborate with a team to develop my personal and technical skills.

Can collaborate with a team under any pressure to achieve the objectives of the establishment at the highest level.

Analyzing problems and challenges to find the right solution.

Ability to accomplish tasks within a defined and structured time frame.

## EDUCATION

2005

**KING SAUD UNIVERSITY** – Accounting Diploma

## EXPERIENCE

2005

**AL RAJHI BANK** - Training (Customer Service)

2006 – 2008

**AL MAGRABI HOSPITAL RIYADH** - Receptionist \ Operating Office

2008 – April 2019

**AL MAGRABI HOSPITAL RIYADH** - Medical Coordinator with Insurance Companies

## CERTIFICATES

2008

**MUJAZ TRAINING CENTER** Time Management & Job Stress Training

2010

**AL MAGRABI** Patient Care & Satisfaction

2012

Coaching

## INFO

### Computer Skills

**MICROSOFT** Well familiar with all MS programs  
Archiving and Organizing files  
Course in time management and working under pressure  
Course in caring and satisfaction of the patient  
Course in management and training

### Language

**ARABIC** (Mother Tongue)  
**ENGLISH** (Speaking & Writing)

### Iqama

**TRANSFERABLE**