

RAWAN ALENIZI

CAREER OBJECTIVE

I am looking for a place to employ my skills and satisfy my managerial passion, and I always love knowledge and learn everything new related to my experiences and to be one of the reasons for business success and contribute to its development and advancement and achieving the goal of results

EDUCATION

Diploma:
Financial management
Overall rating: Excellent

CONTACT INFORMATION

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WORK EXPERIENCE

Patient care assistant : (2 years)

King Fahd Medical City

My job was administrative

Coordination of appointments, data entry, statistical work, some secretarial work and department supervisor work .

Section clerk: (6 months)

King Fahd Medical City

I got a recommendation from the deputy director and was promoted ..I worked on data entry in Excel .

Ministry of Health customer service specialist : (1 year)

TRAINING COURSES

- Use of Microsoft programs
- Management Basics
- Graphic Design
- Introduction to human resources tasks
- Understanding customers
- Driving Basics
- Personality styles at work
- Work stress management

SKILLS

- Use of Microsoft programs
- Data entry and content writing
- Quick learning and adapting to the work environment
- Supporting the administration with all my efforts
- Helping the work team no matter what the work