

# Haya Alqahtani

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## CAREER GOAL

- Developing the work environment and always motivating myself to do more, produce more and help others. want to learn and master many skills.

## EDUCATION

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Bachelor's degree in public relations, first-class honours, GAP:4.98 of 5  
imam Mohammad bin saud islamic university.

May 2021

## Experience

### **Trainee in Association of preventive youth awareness.**

4 Months

- Preparing the media file and speeches.
- Create a database of sponsors and supporting entities.
- Communicate with sponsors and supporters.
- Brainstorming and preparing presentations.
- Receiving delegations and visitors.
- Publications design.
- Coordination between the association and external bodies - the public and supporting bodies -.
- Review metrics for reaching media partners and analyse results.
- The art of making exhibitions and conferences.
- Critical thinking and decision-making strategies.
- Answer, screen, and forward incoming phone calls.
- Writing weekly reports.

### **Receptionist - Dr. Samir Abbas Hospital.**

May 2024

- Greet and welcome patients with a professional and friendly demeanor.
- Manage and organize the reception area to maintain a professional appearance.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Coordinate with security personnel to ensure a safe and secure environment.
- Communicate effectively with staff and management to ensure smooth operations.
- Input and manage data accurately in electronic systems and emails.
- Maintain and update patients logs and sign-in sheets.
- Receiving patients and preparing invoices for them.

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## Courses and Certificates:

- Microsoft Office 365.
- Digital marketing.
- Misk Career Essentials Program
- Methods of dealing with customers - skills to attract customers and customer service.
- Professionalism in maintaining customers.
- Communication skills and the art of dialogue.
- emotional intelligence.
- Crisis Management.
- The art of public relations.
- Certificates from Prof Samir Abbas

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## SKILLS & COMPETENCIES:

- ability to work in multitasking.
- Communication skills.
- Time Management and productivity
- adept at communicating ideas.
- Crisis Management and Problem Solving
- Analytics skills and Reporting.
- Public relations strategy development.
- Social media management & optimization.
- Customer analysis.
- Using office programs Excel.

- Use conditional formatting to highlight information.
- Event Planning and Coordinat.