

BUDOOR ALDOSSARY

PROFILE

Graduated with a bachelor's degree in arts of English language in 2020. Experienced as customer service. Dynamical to establish new Procedures. Systematical person to obtain strategical values in current position. My aim is to be proactive in my field in specific as well as in my community

CONTACT

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Location:
Saudi Arabia

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skills

- **Languages:**
 - ✓ English (good)
 - ✓ Arabic (native)
- **Personal:**
 - ✓ Social interaction
 - ✓ Critical thinker
 - ✓ Motivated
 - ✓ Team sprit
 - ✓ Hard worker
 - ✓ Organize
- **Technical:**
 - ✓ Microsoft offices(good)
 - ✓ ORACLE (good)

(Further details upon requests)

EDUCATION

Imam Abdulrahman bin faisal university
Graduation year: 2020
English language major

WORK EXPERINCES

- **Ram clinic (receptionist)**
(17/10/2021to (13-10-2022)
 - ❖ Managed the customer inquiries
 - Opened new files
 - Scheduled appointments
 - Guided them to specialty field
 - ❖ Dealt with insurance tasks
 - ❖ Dealt with Soft websites
 - Council of health insurance
 - Waseel.com
 - Buba.com
 - Eliteapp.ramclinis.org
- **Sabb bank (customer service agent)**
from (31/1) to (29/6/2021)
period (5months)

Responsibilities:

- ❖ Handled the clients' financial takes
 - Opened e-accounts
 - Canceled banking cards & applied for financial forms
 - Guided the clients' inquiries
 - ❖ Dealt with soft websites
 1. CRM
 2. ORACLE
 3. Avaya

Online Courses

- How to use computer in offices tasks.
- Sales & customer services skills.
- How to deal with a computer application
- The introduction of the human resources function.

Cover letter

I am extremely interested to obtain this position in your company with your cooperation. I have attached some background information about myself in my cv document with your consideration.

I am a self-organize, ambitious person, and a social interaction. I am looking forward to developing my skills in my future career history. I would like to obtain this opportunity to learn more with your cooperation with your advisor.

Thank you for precious time and your consideration in reviewing my cv and for consideration for a suitable position.

Please contact me in an earliest convince to share my curiosity forward.

Sincerely

Budoor Aldossary