

Aseel Mohammad Alghafli

Aseel.alghafli@hotmail.com

Location: Al Khobar

Phone Number: +966549083199

PROFILE

My goal for the job is to become an effective member of society and serve my country. I also aspire to spread knowledge to a promising generation and seek to develop myself at all levels and possess excellent skills and multiple courses in various fields.

EDUCATION

Bachelor's of Communication& Media deparment

king Faisal university

Saudi Arabia

Date of Graduation: January 2019

SKILLS

- Advance experience in Microsoft office
- Advanced communication Skills
- I am good at working in multiple administrative fields
- Risk management
- Self-Motivated
- Proactive Thinker
- Excellent in managing departments and achieving future goals
- Team management

WORK EXPERIENCE

Taif Arab Company for Training and Education May 2023 - May 2025

I have been assigned tasks due to the crisis the company is facing (risk management) starting August 2023

Customer Relations Manager

Collection Department Management

- Monitoring workflow with clients
- Strengthening client relationships
- Working according to budgets
- Communicating with companies, coordinating, and attending all their meetings
- Following up on branch management processes for trainees
- Managing and renewing contracts
- Following up on company collections with companies and the finance department
- Working on weekly reports with management and daily reports with companies

Human Resources Specialist

- Payroll Officer
- Recruitment Officer
- Working on company structure and job titles
- Responsible for employee files and leave
- Monitoring platforms (Qawi, Muqem, Social Insurance)

Aseel Mohammad Alghafli

Aseel.alghafli@hotmail.com

Location: Al Khobar

Phone Number: +966549083199

Almoosa specialized hospital Sep 2019- Mar 2023

Medical Approvals

- Work in the medical approvals department in emergency departments, pharmacy and clinics

Health Coordinator

- Responsible for the hospital application, including booking appointments, coordinating between the doctor and the patient,
- dispensing treatment from the application, sending it to the pharmacy, and communicating with patients to solve the problems they face
- Providing daily, weekly and monthly reports
- Respond to customers on social media
- Working on developing the application to suit patients

VOLUNTEERING

- Training program for the Marketing Department - Al Mousa Specialist Hospital

TRAINING

- Preparing for effective administrative meetings - King Faisal University
- English language course - King Faisal University
- Create a digital marketing plan - Saudi Digital Academy
- ENTREPRENEURSHIP GROWTH STRATEGIES COURSE - Entrepreneurship Institute
- Enterprise Growth Strategies Course - Entrepreneurship Center

Languages

- Arabic
- English