

Mahmoud K. Hilal

Nationality: Saudi

Mobile: 0540230285

Mahmoodhelal989@gmail.com

Objectives:

To obtain a position at top-notch company and utilize the skills I have obtained through projects experience and educational projects.



Work in alruqee company public relations specialist since 7/2/2024 to 21/8/2025



Professional Experiences:

Nov 2018 – Mar 2021

Pharmacist Assistant

Main Responsibilities:

- Assisting in the accurate dispensing of medications to patients or other healthcare professionals.
- counting, measuring, and packaging medications according to prescription orders or established protocols.
- Helping to process and verify prescription orders, ensuring they are complete, accurate, and in compliance with legal and regulatory requirements.
- Assisting with inventory control and management, including receiving, stocking, and organizing medications and supplies.



Nov 2011 – Aug 2018

Customer Service Agent

Main Responsibilities:

- Assisting customers with their banking needs, such as deposits, withdrawals, fund transfers, check cashing, and account inquiries.
- providing accurate and timely information about bank products, services, and policies.
- Assisting customers in opening new accounts, including savings accounts, checking accounts, and certificates of deposit.
- Addressing and resolving customer issues, concerns, and complaints in a professional and efficient manner.

Reyadah Al-Alamyah for Maintenance and Operations

July 2010 – Oct 2011

Administrative Officer

- Overseeing daily office operations, including managing office supplies, coordinating maintenance and operations.
- Managing schedules, appointments, and meetings for executives or teams.
- Overall supervision of the movement crew of more than 100 employees.

Le
MERIDIEN

Receptionist

Apr 2007- May 2010

Main Responsibilities:

- Greeting guests upon arrival, verifying reservations, and assisting with the check-in process.
- Collecting necessary information, issuing room keys, and providing relevant information about hotel amenities and services. Similarly, handling the check-out process.
- Managing room bookings and reservations, either in person, over the phone, or through online systems.
- Providing assistance and information to guests throughout their stay.

Skills:

- Communication Skills.
- Negotiation Skills.
- Time Management.
- Teamwork.
- Mc Office.

Education:

- High School– Saudi Arabia.