



Personal Information:

Name:	Bayan Sultan Haras Al-Otaibi
Nationality:	Saudi
Birth date:	8/10/1408
Mobile NO.	0530381009
E-mail :	bayansultan.88@hotmail.com

Education:

- Qualification: Bachelor's degree in Religion.
- Graduation grade: Good with a GPA of 3.71 out of 5.

Scientific expertise :

- I worked in Dallah Hospital (patient relations and customer service) from 9/6/2015 to 30/8/2016.
- The project of Sidr Contracting Company, Prince Muhammad bin Abdulaziz Hospital (administrative) from the date of November 27, 2017 AD until now.

Courses:

- Front lines course.
- We were evaluated at Dallah Hospital.
- Effective Communication.
- Excellence in customer service.
- teamwork .
- employee behaviors at work.
- Personal patterns and dealing with others.
- Positive thinking and problem solving.
- Protocols and etiquette art of dealing with the public.
- Review the axes of the program.
- During the period from 8/8/2015, at a rate of (30) training hours.
- Secretarial course from October 29, 2019 to October 31, 2019 at a rate of (15) training hours
- CPR course.
- Security and safety course.
- Computer cycle.
- English Language course.

Career Objective :

- Working in a place that is always concerned with development and productivity, where my scientific and practical degrees increase, and my capabilities and abilities are greatly utilized.

Personal Qualifications:

- Enjoy tact and good appearance.
- Computer skills.
- Speed and accuracy in achievement.
- Work within one team.
- the ability to work under job pressure .
- Have a good ability to build constructive social relationships.

Address :

Ksa - Riyadh