

# Asmaa El Mazloum

## Adress


Riyadh, Saudi Arabia  
Al sa'ada  
(+966) 50 775 6960

## Summary

Office supervisor with over 5 years of supervising and customer service experience working in an actively changing environment.

Seeking to use proven customer service and communication skills to drive departmental success.

## Expertise

- Communication 
- Teamwork 
- Time Management 
- Customer Service 
- Computer 

## language

- Arabic 
- English 
- German 

# Career History

## Supervisor

### Jweel Medical Clinic (Dec 2011 – Jun 2014)

#### Front Office Supervisor

- Maintaining a positive, empathetic, and professional attitude toward customers at all times.
- Communicating with customers through various channels.
- Processing orders, forms, applications, and requests.
- Communicating and coordinating with colleagues, as necessary.
- Processing and maintaining checkouts and process transactions.
- Ensuring customer satisfaction and provide professional customer support

### Hanan Medical Clinic (Nov 2009 – Nov 2011)

#### Clinic Executive

- Manage patient clinical appointments
- Manage supplies purchase and stocking.
- Processing orders, forms, applications, and requests.
- customer support

# Education

## Imam Mohammad Ibn Saud University (Sep 2013 – Oct 2018)

**B. Sc. Economics** GPA: 4.3

## Al Kafi Institute (Jan 2007 – Oct 2010)

**Computer Programming** GPA: 4.0

# Certificates

## Money Experts Institute (Oct 2020)

**CME 1** Grade: 84