REEM ALENAZI

0504421209 Re.aleenazi@gmail.com

Highly organized and adaptable administrative assistant and patient receptionist with a strong background in office administration, personnel support, and customer service. Proven ability to streamline daily operations, manage data accurately, and deliver exceptional front-desk support. Skilled in communication, task prioritization, and maintaining efficient organizational workflow.

Professional Experience

Patient Receptionist
Total Care Clinics Complex | 2024 – Present

- Greet patients, manage front-desk operations, and direct inquiries efficiently.
- Schedule appointments, maintain patient records, and update electronic file systems.
- Resolve patient issues professionally while maintaining high service standards and confidentiality.

Administrative Assistant
Italconsult | 2021 – 2023

- Manually entered and updated administrative records, maintaining high data accuracy before system submission.
- Cataloged, organized, and managed physical office archives for swift document retrieval.
- Sorted and routed verified paperwork and reports to designated departments for final system integration.

Personnel Clerk
Italconsult | 2018 – 2021

- Manually entered and processed employee records, ensuring complete accuracy before filing.
- Organized and maintained physical HR files and personnel documentation.
- Sorted, verified, and routed paperwork to appropriate HR sub-departments for final processing.

EDUCATION
Associate Degree in Office Administration and Secretarial Studies
Technical and Vocational Training Corporation (TVTC) | 2017

SKILLS

- **Administrative & Patient Care:** Office Management, Reception Operations, Scheduling, Record Keeping, Data Entry & Customer Service
- **Software & Tools:** Microsoft Office (Word, Excel, Outlook) & Electronic Health Record (EHR) Systems.
- **Core Competencies:** Communication, Time Management, Problem Solving & Confidentiality.