

Taif alshereywi

+966 54 7015 919 · Dammam, Saudi Arabia · Taifalsherewy@gmail.com.

<https://www.linkedin.com/in/taif-alsherewy>

Administrative Assistant

ADMINISTRATIVE SUPPORT | BUSINESS ADMINISTRATION

A dedicated Business Administration with hands-on experience as a medical receptionist, combining strong organizational skills with a passion for efficient office management and excellent customer service. Adept at managing administrative tasks, ensuring smooth daily operations, and providing a welcoming and professional environment for clients and staff alike.

EDUCATION & CERTIFICATIONS

Diploma of Business Administration

Jun 2022 - Des 2023

Alkaleej training and education - Al- Khobar

Relevant Courses: Small business management, quality of management, marketing, Purchasing and warehousing management, management principles.

Social media platform management - Doroob (Dec 2022)

WORK EXPERIENCE & PROJECTS

Receptionist (Patient Data Writer) – Eastern smiles center 07/2024 - 03/2025

- Managed daily front-desk operations, including patient registration and appointment scheduling for over 15 doctors across various specialties.
- Contributed to a 30% increase in patient satisfaction by ensuring a welcoming and professional environment.
- Utilized the Smart Clinic system efficiently, resulting in a 20% reduction in patient wait times.
- Coordinated over 500 appointments monthly with accuracy and care.
- Maintained precise patient records and assisted with daily administrative tasks to support overall clinic efficiency.

Administrative Intern – Al Aziziyah Private High School (Al- Khobar)

12/2023 - 03/2024

- Assisted in organizing and managing administrative files for the school principal and school activities.
- Utilized technical tools such as Canva and Microsoft Word to create reports and schedules for administrative follow-ups.
- Coordinated and organized school events, ensuring smooth communication between different administrative levels.

TECHNICAL SKILLS & INTERESTS

- Familiar with clinic management software: scheduling, patient coordination, and appointment handling (e.g., Smart Clinic system)
- Patient coordination and Management Tools: Whatsapp, IA Chatbot system.
- Mastery of Microsoft Office,, Canva and G Suite by Google
- **Interests and hobbies:** blogging, digital visual content, volunteering.

LANGUAGES

- Arabic (*Native*)
- English (*Second language*)