

Lina Mansour Alomairi

Personal data:

- **Nationality:** Saudi
- **Date of birth:** Jan 16 1992
- **Social status:** Married
- **Address:** 2927 Ali Ibn Tahir, Riyadh
- **Mobile:** +966 567398622
- **Email:** noony8@hotmail.com



Objective:

To obtain a position in an industry-leading Company, allowing me to utilize my educational background, experiences and skills to contribute to the success and growth of the Company.

Education:

- | | |
|------|---|
| 2014 | Bachelor of Nutrition & Food Science in Princess Nora Bnt Abdulrahman University, Riyadh, Saudi Arabia with GPA of (3.56) out of (5). |
| 2015 | English Language Program in Richmond, Virginia, USA. |

Professional Experiences:

Dec 2013 Al-Rashed Food – Bread Factory and Ice Cream

Focusing on:

- **Production:** Responsible for the production of bread from the first stage to the final stage
- **Quality Control:** Monitoring product components, monitoring specific licenses, for the validity of the product from the data of production, and monitoring saved temperature and expiration data
- **Labs:** Analysis of raw materials for the manufacture of bread and ice cream

Feb 2017 Riyadh Military Hospital – Department of Nutrition

Focusing on:

- Food patients
- The safety and cleanliness of food

Nov 2018 – Present Dr. Sulaiman Al Habib Hospital - Coordination of Patient Service

Focusing on:

- Field incoming calls from patients on a daily basis
- Communications initiation with patients by phone to set up new or existing prescription orders to ensure prescription validity with the patient
- Appointments confirmation by telephone or sms to fills vacancies due to cancellations
- Patients registration for clinical appointments using computerized database
- Explanation of processes and procedures to new patients and assisting with paperwork
- Verification and entering of pre-registration and insurance information into the computer system and preparation of daily printed schedules for designated areas
- Front desk position that includes answering phones, checking in and checking out patients and managing crisis situations effectively using positive approaches

Accomplishment:

Overall Band Score in **IELTS (4.5)**

Courses and Training:

Oct 2017	Certificate of attending Food Safety and Health Care Conference
Oct 2017	IT in the Workplace - How to Present Data
Oct 2017	Fundamentals of Management
Oct 2017	Executive Assistant Series - Communicate Effectively
Oct 2017	IT in the Workplace - Master Microsoft Office
Oct 2017	How to Create Your Job
Feb 2018	English in the Workplace
Feb 2018	Introduction to Human Resources Functions
April 2018	Certificate of attending Basic Life Support Provider at Emergency Medicine Institute
May 2018	Certificate of attending training course in Voluntary Work

Volunteer Activities:

- Certificate of Appreciation for volunteering in the Global work Career Fair at Prince Sultan hall, Al Faisaliyah in Dec 2017

Skills & Interests:

- To read and learn about new advances in different fields; especially the field of administration, politics and biology
- Administrative work: Proficient in marketing and accounting
- Computer skills; including Microsoft Offices (word, excel, PowerPoint)
- Ability to work well under pressure
- Fast learner, an efficient hard worker, positive and perfectionist

Recommendations & References:

- **Dr. Nabila Mostafa Rashwan**

Princess Nora Bint AbdulRahman University-Riyadh

Professor of Nutrition

College of Home Economics

Field of Nutrition & Food Science

Email: nanilarashwan@hotmail.com

- **Dr. Hanaa Hamid Suleiman**

Princess Nora Bint AbdulRahman University-Riyadh

Assistant Professor

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College of Home Economics

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- **Dr. Rana Cheikhousman**

Princess Nora Bint AbdulRahman University-Riyadh

Assistant Professor

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College of Home Economics

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NOTE All required papers and certificates to prove the above-mentioned information will be provided upon request in a short notice.