

Sakeena AbdulNabi Dhaif

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PROFILE: **CPR No:** 920400914.
Date of Birth: 1th April, 1992.
Marital status: Engaged.
Nationality: Bahraini.
Language: Arabic (Native).
English (Fluent).

OBJECTIVE: To join an organization where I can get the opportunity to work in a team. I can prove my potentials as a worthy member of a professional team, whereby I can put my knowledge into practice and build up a professional carrier.

EDUCATION: **B.S.C in Mass Communication (single major) Public Relations**
University: University of Bahrain.
Finish Date: 2015

Secondary School, (Science Major).
School: Saar Secondary for Girls School.
Finish Date: 2010

EXPERIENCE: **1- KA Fertility & Gynecology Centre.**
Designation: Clinical and Media Administrator.
Period: 01/03/2017 – Present.

1. *Manages the daily administrative operations of the clinic.*
2. *Schedules daily appointments and patient appointment confirmation.*
3. *Deals with the public and handles all patient enquiries and is responsible for checking the complaints and suggestion box on a weekly basis.*
4. *Prepares and maintains patient file (open new file, attach all scanned copies, IVF stimulation forms and others)*
5. *Coordinates between the clinic, the lab and the patients for obtaining the investigation results in absence of admin officer*
6. *Coordinates with the treating Physician for drafting medical reports when required*
7. *Responsible for issuing receipt for all the cash payment received by patient and first or second signatory on all receipt*
8. *Daily review of media inbox and response to queries of non medical nature and*
9. *Creation of press of social media news*

10. Assist in updating website content
11. General research and collation of information for website / social media
12. Maintain communications with press if needed
13. Proof-reading and copy editing of documents / press releases and liaise for approval of centre manager of any press release
14. 23-Administer the centre events

2- Northern Area Municipality, Public Relations and Complaints Department

Designation: Trainee

Date: 01/10/2015 - 31/12/2015

- Receiving citizens' complaints and find the best solutions for them.
- Prepare a News report municipalities in the local press
- Writing the northern municipality news and publish it in the newspapers
- Performing office duties.

3- Bahrain Shamil Rehabilitation Centre Job.

Designation: Trainee.

Date: 01/07/2009 - 01/08/2009

- Helping and encouraging the people with special needs in their reading.
- Writing and showing them creative ways in improve their skills.

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ABOUT MYSELF: I am a hard working professional who seeks new challenges and very reliable in any object in hand. I am a very ambitious individual, my goal is always to be the best at what I do, this goal always motivates me to study and read more to educate myself to become what I intent to be.

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PARTICIPATIONS:

1- Participated in The 8th Arab Gulf Forum for Practitioners of Public Relations
With the co-operation of: Bahrain Public Relations Association. Under the patronage:
H.H. Sheikh Abdullah bin Hamad Al Khalifa - personal representative of His Majesty
King Hamad bin Isa Al Khalifa Monarch of the Kingdom of Bahrain

The location: Sofitel Bahrain Zallaq Thalassa Sea and Spa

The date: 1st - 3rd April 2014

The language: Arabic

2- Customer service- CBP Program

The location: Invita Training Centre

The date: 15th- 16th November 2017

REFERENCES: Available on request.