

Turki Almutairi

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Medical Records | Data Entry

PROFESSIONAL SUMMARY

A highly adaptable and results-driven professional with experience in customer service, administrative support, and records management. Known for excelling in fast-paced environments, handling confidential information with precision, and delivering exceptional service. Proven ability to balance multiple responsibilities, work effectively under pressure, and quickly learn new skills. Ready to contribute to a dynamic team across various industries, leveraging strong communication, technical, and problem-solving abilities.

PROFESSIONAL EXPERIENCE

SALES REPRESENTATIVE

Bin Bisher - Auto Parts

Tabuk, KSA

September 2023 – Present

- Performed daily store operations including opening and closing procedures, cash handling, stocking shelves.
- Conducted market research and analysis to identify emerging industry trends and opportunities.
- Greeted customers promptly upon arrival at store location or over the phone.
- Adapted to changing store policies and procedures to maintain seamless operations.

Cashier

Diwan Alhashi

Tabuk, KSA

March 2022 – September 2023

- Provided efficient and courteous service to customers.
- Resolved customer complaints regarding food quality or service in a professional manner.
- Followed established guidelines for suggestive selling techniques aimed at increasing sales volume.

Medical Records Trainee (Summer Program)

King Fahad Specialist Hospital

Tabuk, KSA

August 2021 – January 2022

- Gained hands-on experience in managing and auditing medical records in compliance with healthcare regulations.
- Assisted in maintaining patient records and ensuring the accuracy and confidentiality of sensitive information.
- Collaborated with healthcare professionals to streamline record-keeping processes and improve documentation efficiency.

Salesman Cashier

Almtsder Phones

Tabuk, KSA

September 2019 – March 2021

- Delivered personalized customer service, addressing inquiries and resolving issues related to mobile phones and accessories.
- Managed financial transactions, maintaining accuracy and security in cash handling processes.
- Provided technical assistance, troubleshooting device problems, and recommending solutions to enhance customer satisfaction.

EDUCATION

Medical Records Diploma
Tabuk University

Tabuk, KSA
January 2022

SKILLS

- Ability to Work Under Pressure
- Records Management
- Data Entry
- Patient Data Collection