

# HAWRAA AL MUHANNA

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## OBJECTIVE

To employ my skills and gained knowledge in a mutual job opportunity enabling me to build a solid career base and excel my career further.

## EXPERIENCE

**JUL 2014 – TO APRIL 2021**

**ADMINISTRATIVE ASSISTANT, SANAD TRADING COMPANY**

- Manage paper works.
- Receive calls.
- Arrange appointments and shipments arrivals dates.
- Make letters addressed to the required parties.

**NOV 2020 – JAN 2021**

**INTERNSHIP TRAINING, DAMMAM MEDICAL COMPLEX**

- University training as health informatics specialist at Dammam medical center in Nov 2020-Jan 2021
- trained in HIS support to resolve user's problems of Medica Cloud Care.
- trained in technical support office managing software and hardware problems.

## EDUCATION

**2020**

**BACHELOR'S DEGREE IN HEALTH INFORMATICS, SAUDI ELECTRONIC UNIVERSITY WITH GPA OF 3.54 / 4**

**2010**

**TWO-YEAR DIPLOMA IN COMPUTER, COMMUNITY COLLEGE OF DAMMAM UNIVERSITY WITH A GPA OF (4.04\5)**

2008

**SECONDARY SCHOOL CERTIFICATE – SCIENCE SECTION, AL JISH**  
SECONDARY SCHOOL WITH A GPA OF (82.98) AND AN (VERY  
GOOD) GRADE.

## **SKILLS**

- Quick learner with minimum instruction
- Highly motivated
- Fluent Arabic and good English
- Good computer skills
- Good MS Office skills
- Good SPSS skills

## **CERTIFICATION**

- IELTS test results 6.5
- Classification card from the Saudi Commission for Health Specialties NO(21288100)
- Certificate of attending a course in the name of statistical analyzing for beginner using the SPSS program for a period of three days, starting from 4-04-1442 to 6-04-144 by 12 hours.
- Infection control certificate from the Saudi Red Crescent Authority 04-06-2020
- Cardiopulmonary Resuscitation Certification, Saudi Hart Association July 2017