



Fatimah Ahmed Alabdullatif

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OBJECTIVE

Contribution to achieve objectives of the organization and help to develop my skills and build career path.



EDUCATION

Bachelor of Health Services management & hospitals | King Abdulaziz University

GBA (4.62 /5), Graduation Year 2017

Diploma of Executive Secretary | Institute of Public Administration

GBA (3.83%), Graduation Year 2006



EXPERIENCE

Executive Secretary | Alsaif Medical Center

JAN 2019 – MAY 2020

Tasks:

1. Communicated with customers, employees and other individuals to answer questions and explain information.
2. Obtained documents, clearances, certificates and approvals from Management office.
3. Created professional memoranda, letters and marketing copy.
4. Coordinated itinerary and scheduled appointments with 100% accuracy.
5. Supported CEO in managing operational workflow.

Quality Improvement officer | Alsaif Medical Center

JUN 2020 – MAR 2021

Tasks:

1. Supervises and coordinate all quality improvement activities in the center.
2. Reports to the center Executive committee all quality improvement data and activities
3. Organizes and coordinates the technical aspects of the Performance Improvement systems.
4. Assist in the revision of policies and procedures of the center.
5. Supports departments and teams with quality improvement guidance as assigned.

Administrative assistance | Alshafai Travel & Tourism

FEB 2010 – NOV 2018

Tasks:

1. Handle correspondence, complaints and queries.
2. Create and modify documents using Microsoft Office.
3. Schedule and coordinate appointments and meetings.
4. Human Resources assistant (recruitment, training and developing staff).
5. Update & maintain staffs' vacation and absence records.

6. Organize staff training sessions and activities.
7. Organize induction programs for new employees.
8. Medical Insurance Coordinator.

Accountant | Alshafai Travel & Tourism

SEP - NOV 2016, SEP - NOV 2017, SEP - NOV 2018

Tasks:

1. Cash collection and cash payment.
2. Daily closing cash book flow statement.
3. Accounts receivable and payable transaction matching.
4. Sales entry, post and invoice preparation.



SKILLS

- Excellent computer skills
- Ability to type 40 wpm
- Schedule management
- Training and development
- Project management
- Time management
- Work under pressure
- Strong organizational, administrative and analytical skills
- Microsoft Office



LANGUAGE

Arabic language: Native

English language: Excellent



COURSES & ACTIVATES

TRAINING, 2016 at Imam Abdul Rahman bin Faisal HOSPITAL, Patient Services - month

TRAINING, 2015 at King Fahd Specialist Hospital, Medical Secretary - month

21-23 NOV 2018 SEMINAR - Organizational dimension of human resources management

03-06 MAR 2019 COURSE, Human resources Administration course.

ENGLISH LANGUAGE COURSE, PLACE: Alhussan Institute, Dammam –month.

ENGLISH LANGUAGE COURSE, PLACE: Wall Street English Center, Paris -2 months.

WORKSHOP: RESEARCH METHODOLOGY. King Fahd Specialist Hospital.

LECTURE: HOW TO DEAL WITH STRESS, PLACE: King Fahd Specialist Hospital.

SEMINAR AND WORKSHOP: Quality Management for healthcare organization.

SEMINAR AND WORKSHOP: Art of Human Resource Management in Health Organization.

SEMINAR AND WORKSHOP: Art of Managing Patient Services.

SEMINAR AND WORKSHOP: Talent Building in Health organizations.