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Eastern Province / KSA



Jenan Alsheikh

SKILLS

8 / 10

English

8 / 10

Computer Skills

9 / 10

Interpersonal Communication

8 / 10

Organizational Skills

8 / 10

Microsoft Office

Course Work

- Risk Management Professional (IMP-RMP) • IPMC/ Online / 2021
- Human resource management/ Estnhad Training Centre/ Khobar/ 2019
- Marketing strategy planning & execution/ Institute of Leadership & Management/ Khobar/ 2019
- Adobe Illustrator Skills/ Prince Ahmed bin Salman Applied Media Academy/ Riyadh/ 2017

Volunteer

- Mumtathel Campaign/ Eastern Province Amana – Al Nakheel Mall/ Dammam/ 2021
- Forum Academic Disciplines/ Qatif Charity and Mostaqbali/ Qatif/ 2017

ABOUT ME

I am Initiative person who is details and goals oriented aiming to add value and make differences in an origination that enable my professional development.

EXPERIENCE

Quality-HR Coordinator

Almana Group of Hospitals/ Khobar/ 2021 –2021

- Unofficial supervisor for HR - Filling department
- HR - Quality Improvement
- Talent acquisition

Administrative Assistant

Almana Group of Hospitals/ Khobar/ 2018 –2020

- Member of Person Centered Care Steering Committee
- Administration Assistant
- Patient Experience
- Graphic Design
- Customer Service

INTERNSHIP

Summer Training Program for College Students

Saudi Aramco/ Ras Tanura/ 2017

EDUCATION

Bachelor of Science in Business Administration

Prince Mohammad Bin Fahd University/ Khobar/ 2017