

# Bashair Alfraih

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## Summary

*Bashair is equipped with an extensive knowledge and working abilities which she believes will help improve upon different professional working environments. I am currently looking to further develop myself and make full use of my skills by seeking a fitting position within my field.*

## Languages

Arabic 100%  
English 100%

## Personal Skills

Leadership skills  
Teamwork  
Analytical skills  
Microsoft office programs  
Planning management  
Scientific research.  
Interpersonal skills.  
Time management  
Flexibility.

## EDUCATION

### Bachelor of Science in Biology (With a Concentration in microbiology and immunology)

Fort Hays State University - December 2019, GPA (3.13 out of 4) 3rd Honor. Hays, Kansas. US.

About the major:

- Abroad understanding of microbes and their prevalence.
- Knowledge of Infectious diseases, methods of prevention and treatment.
- Intensive courses in molecular biology to enhance understanding of genetic diseases and apply for future research.
- Infection control and environmental safety.
- Hands-on laboratory experience.

## EXPERIENCE

### June 2021 – August 2022

Environmental health inspector • Awn Enterprises – Rafahiyah Properties • Khobar, Saudi Arabia.

- Quality control, environmental and food safety: ensure the safety of workers, facilities, kitchens and Chemicals used in disinfection and cleaning. Also, food safety.
- Periodic checks and weekly reports.
- Follow-up with clients to meet their needs in terms of hygiene and janitorial services.
- Follow-up with staff by communicating with their supervisors from the sites, knowing their attendance, their overtime, and providing replacements of staff when needed.
- Responsible for arranging and receiving petty cash invoices for finance on a weekly basis.
- CRM- customer relationship management
- Admin- Assisting with administrative tasks by organizing appointments, making monthly reports, responsible for contracts and documents.

### February 2021 – April 2021

English Teacher • Marvels school • Dammam, Saudi Arabia.

## COURSES

- Medical Volunteer Training Program- Saudi Commission for Health Specialties - May 2020
- IT in the Workplace - May 2020
- Enterprise Risk Management- Enterprise Risk Management Framework for Risk Leaders - June 2022
- Healthy volunteering skills in crisis- April 2020

## AWARDS

- Intensive English Language certificate at Fort Hays State University.
- Leadership course Certificate.
- Associate member of fundraising for St. Jude Hospital.
- Member of Bena Association for Orphans Care.
- Medical Volunteer Training Program.
- Fort Hays State University Dean's List (Fall 2016).

