

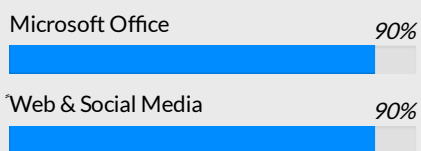


Abdulaziz AlShareef

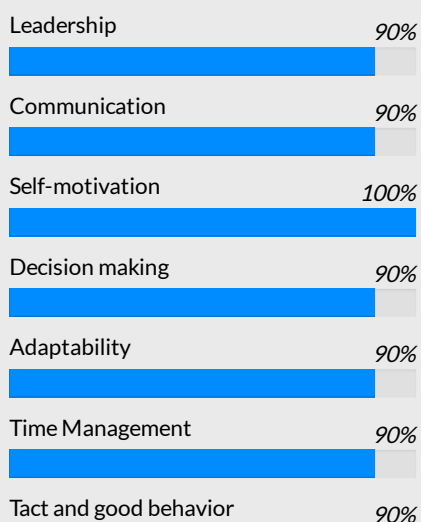
General Director Assistant

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- +966 566696122
- Riyadh - Laban District
- Yemeni - Saudi citizen's husband
- 26-11-1986
- married
- /abdulaziz-al-shareef/

TECHNICAL SKILLS



PERSONAL SKILLS



SUMMARY

General Director Assistant offering over 14 years of experience in different administrative areas & implementing successful strategies and motivating highly work process in my field . Distinguished background in recruiting and developing my skills supervising and manage daily tasks . Exemplary communicator with the passion and drive needed to cultivate and foster professional and relationships while maintaining trust.

EDUCATION

Bachelor of Software Engineering

20062010

Sanaa' University

WORK EXPERIENCE

General Director Assistant

Aug 2012 - Present -

Dar Al Ersa Co.

Riyadh, KSA

Here I will dwell a little while since when I started working in this company the administration was still in the establishment's length where the work was dependent on the external branches and there is no management so I did the following :

- Started to build all the administrative departments and hired the competencies employees on it after the interviews with the director general
- Created the staff database
- I was responsible for all the administrative work of the HR Department or government relations, issuing all government licenses related to work and workers
- Providing all offices needs for the administration
- Following up the payment of dues,

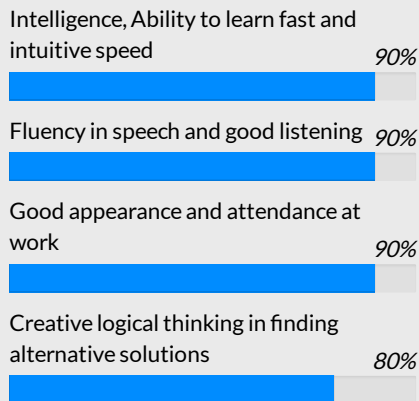
And many more tasks until all administrative departments were completed and each department received its tasks.

Also, the tasks that I am currently doing are as follows:

- Assist the general manager in managing and organizing work, and organizing his time accurately, as following:

Processing incoming and outgoing mail
 Visitors reception
 Answer all phone calls
 Printing works
 Preservation and classification

- Organizing secretarial and correspondence work and keep all the confidentiality information received by the General Manager's office
- Organizing and following up on the director general meetings, the interviews and attend meetings on behalf of the director general, as assigned.
- Providing a communication channel between the director general and other administrative departments .
- Assist the Director General manager in planning and distributing job tasks and implementing the executive plan
- Follow-up of all e-mails of the Director General, translating them, show them at the same time, and responding to them in coordination with the Director General
- Issuing all government licenses and permits related to work and workers, such as CRs and Baladia licenses, renewal Iqamas, etc.



LANGUAGES

Arabic ★★★★★
English ★★★★★

MOST PROUD OF

-  **Physical Organization**
Creative Thinking, Effectiveness, Productivity
-  **Planning**
Analyzing Issues, Decision Making, Project Management, Strategic Planning
-  **Team Work**
Collaboration, Delegation, Goal Setting, Group Leadership

AREAS OF EXPERTISE

- Administrative Dept.
- Customer Services
- Information Technology
- secretarial executive
- Administrative supervision
- Hospitals Administration

- The responsible about communication with external companies and organizations inside and outside KSA in the tasks assigned by the Director General
- Print all Arabic and English letters and correspondences of the Director General and distributed to the department supervisors according to the specialty
- Communicate with the agencies and recruitment agencies outside KSA to coordinate with them and providing all the papers and documents required to bring employment to the company
- Follow-up the administrative employees attendance and print reports then present them to the Director General

Patient Services Director Secretary

Jun 2011 - Jul 2012

Riyadh National Hospital (Care)

📍 Riyadh, KSA

- supervising all the work of the director office and draw up a guide of work procedures
- Receive all the papers & transactions of the manager's office, arrange them, and present them to the manager
- keep copies of confidential correspondence and transactions of special interest
- Writing all the internal letters of the director between the patient services departments
- Organizing and arranging the director's meetings and interviews and answering phone calls
- Receive the attendance of all patient services department employees from the department heads on a monthly basis, presenting them to the director, then upload them to the system
- Supervising the copying, photocopying and printing of the director's office.
- Follow up all the transactions with other departments of the hospital as directed by the director
- Performing any other duties assigned to the director within his competence

ER Receptionist

Apr 2010 - Jun 2011

Riyadh National Hospital (Care)

📍 Riyadh, KSA

- Accurately record all patient data by taking data from them or their relatives
- Providing the necessary facilities to deal with emergency patients who need special medical services, and informing the Nursing Department accordingly
- Informing the microbiologist Dept. when patients with contagious disease enter the emergency department
- Take all local policies when dealing with patients suffering from an overdose or those suspected and inform the relevant government authorities about it when needed.
- Take all local policies when dealing with deceased patients and inform the relevant government authorities about this when needed

Admission Department Officer

May 2009 - Apr 2010

Riyadh National Hospital (Care)

📍 Riyadh, KSA

- Perform all procedures for patients to admission departments according to the hospital's rules and regulations
- Inform & update the patient about his financial obligations regarding his medical procedure, whether it is a direct obligation or by work or an insurance company
- Provide all the information & explanation for the patient about the period of his stay in the hospital and provide all his needs

HOBBIES



Travel



Foot Ball

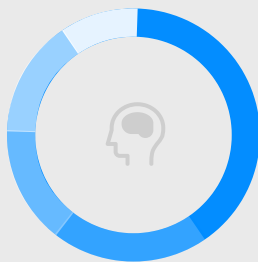


Reading



Gaming

MY TIME



- Working (40%)
- Family (20%)
- Co-ordination (15%)
- Entertainment (15%)
- Relaxing (10%)

- Helping patients to choose the rooms or suites suitable for them according to their capabilities and desires
- Responding to all inquiries and questions from patients and visitors about all medical services inside the hospital
- Provide the estimated initial quotations for surgical operations and all medical services provided by the hospital
- Complete the discharge procedures for patients from the hospital after paying the financial obligations or taking medical approvals needed from insurance companies according to the hospital's rules and regulations

Medical Record Department Specialist

Jul 2007 - May 2009

Riyadh National Hospital (Care)

📍 Riyadh, KSA

- Keep and retrieve all medical records used in the clinics, coordinating with the relevant departments in this regard.
- Rearrange the medical records forms and reports according to a unified sequence.
- Arrange & transfer the patient appointments files to outpatient clinics.
- Complete the missing information and forms in the patient files.
- Ensuring the implementation of quality standards for medical records.
- Prepare the necessary medical reports and certificates for patients when they need them and complete all procedures.
- Answer the inquiries of doctors, nurses and patients and providing the necessary medical information from patient files when needed

COURSES

English Language Tuition

British Council

Customer Focused Telephone Skills

British Council

Effective Utilization Of Time Program

Al-Tawail Management Consulting & Training Center

Communication Skills

Riyadh National Hospital (Care Hospital)

Basic Medical Terminology

Riyadh National Hospital (Care Hospital)

The best ways in costumer services

Riyadh National Hospital (Care Hospital)

Costumer Care

Riyadh National Hospital (Care Hospital)

Fire Safety

Riyadh National Hospital (Care Hospital)

Patient Rights & Responsibilities

Riyadh National Hospital (Care Hospital)

General Hospital Orientation Program

Riyadh National Hospital (Care Hospital)