

Lila Al-Buali
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P.O.Box 11398 Dhahran,
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PROFILE

Honours graduate in Public Health and Health Promotion with strong organizational skills, keen to secure employment in an organization, private institution or a hospital. Ideal candidate for position requiring reliability and determination.

EDUCATION

2011-2015

UNIVERSITY COLLEGE CORK, IRELAND
BSc (Hons) Public Health & Health Promotion

2010-2011

UNIVERSITY COLLEGE CORK, IRELAND
Foundation Certificate for Dental and Pharmacy Students

2009-2010

UNIVERSITY OF GRONINGEN (UMCG), NETHERLANDS
Pre-Med Program

2006-2008

The First secondary school in Dhahran, Al-Doha, Saudi Arabia
Secondary Education Certificate: 97.92% **accumulative average** including perfect score (A) in Mathematics and English.

LANGUAGES KNOWN:

EMPLOYMENT English, Arabic

Worked as an **Administrative Supervisor** in the Administration/Human Resource Department, Murjan Medical Company, Dammam, K.S.A. from January 2017-August 2019.

Worked as a Research Support Officer/Assistant in the Department of Epidemiology & Public Health, UNIVERSITY COLLEGE CORK, IRELAND from end of April to end of July 2014.

ADDITIONAL QUALIFICATIONS:

- o Competent in the use of Microsoft Office (Word, Excel, PowerPoint), email and the Internet
- o Experience in working on SPSS, Endnotex9 (SCFHS certified), NetWisp4
- o Digital Marketing Certificate (Upcoming), 2020

- **Achievements**

- Awarded a full scholarship for a European college education.
- Arranged trips to several European countries and went on solo adventures.
- Worked successfully with people from different cultural backgrounds.

SKILLS & INTERESTS

- **Administration and organization skills**

- Organizing and prioritizing personal schedule/calendar management
- Strong planning skills
- Travel Arrangements
- Teamwork
- Multitasking and flexibility; able to handle additional administrative tasks as needed.
- Adaptability-efficient under pressure, always meet deadlines
- Accuracy and Punctuality
- Hardworking and have a keen sense of urgency
- High levels of efficiency, works fast while maintaining high quality standards

- **Computing/IT Skills**

- Data analysis including data collection and familiarity of using electronic databases
- Creating data tables and graphs to represent findings of statistical analysis
- Internet savvy

- **Other Relevant Skills**

- Written and verbal communication skills
- Determination (shown by my determination on receiving a full scholarship for college and a high-class degree from a European university)
- Critical Thinking (built up through critically appraising epidemiological studies)
- Numeracy skills
 - Quick learner ,keen to learn and improve skills

Interests:

Traveling, Photography, Reading, Playing Chess, Swimming

PERSONAL PROFILE:

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Nationality: Saudi

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