

الهوية الوطنية

رقم النسخة ٢



المملكة العربية السعودية
وزارة الداخلية

عيسى بن فوزي بن عيسى الكاظم

ALKATHIM, EISI FAWZI E



No: 1103682827

الرقم: ١١٠٣٦٨٢٨٢٧

DOB: 15/05/1999

تاريخ الميلاد: ١٤٢٠/٠١/٢٩ هـ

DOE: 08/12/2023

تاريخ الانتهاء: ١٤٤٥/٠٥/٢٤ هـ

مكان الميلاد: الاحساء



1103682827

ESSA FAWZI ALKADHEM

Hospital management

personal information :



15 - 5 - 1999



ALAHSAA

contact information :



awas_33@hotmail.com



0538998865

Languages :

Arabic



English



SKILLS :

- Speaking and writing in English .
- Use of Microsoft Office .
- Typing at a high speed on the keyboard .
- Communication skills with others .
- Teamwork .
- Attention to Detail .

OBJECTIVE

Get a job in a leading organization that seeks to develop and enable information and skills to achieve the goals .

EDUCATION

- Diploma of Hospitals Administration .
Institute of Public Administration, Riyadh, KSA .
G.P.A: 4.26 out of 5 .
Graduation date : 13/05/2020 .
- ★ Health classification from the Commission for Health Specialties .

EXPERIENCE

General receptionist- Dar Afia MEDICAL CENTRE 3/10/2021 up to the present :

- 1- Open files for new patients and update patients information
- 2- Schedule patient appointments
- 3- Deal professionally with patients' complaints and answering patient's questions.
- 4- Responsible for receiving patient calls and answering their queries by phone and WhatsApp.
- 5- Responsible for entering patient data into the electronic record system Practo and linking it to medical insurance companies.
- 6- Check patients insurance eligibility on the system.

TRAINING COURSES

- **Cardio Pulmonry Resuscitation (CPR)** .
Organizer: Saudi Heart Association .
- **Berlitz - Duration 8 months**
Organizer: Berlitz Language Center .
- **English zone - two years**
Organizer: English Zone .

Graduation Certificate

The Institute of Public Administration hereby certifies that

EISI FAWZI ALKATHIM

Has been awarded an Associate Degree in

Hospital Administration

With a grade of (VERY GOOD) and a G.P.A of (4.26) out of (5)

Awarded in: 14/05/2020

المدير العام

د. مشيب بن عايش القحطاني

Director General

Dr. Moshobab A. Alkahtani



يشهد معهد الإدارة العامة أن

عيسى بن فوزان بن عيسى الكاظم

قد حصل على دبلوم فوق الثانوي في:

إدارة المستشفيات

بتقدير عام (جيد جدا) وبمعدل (4.26) من (5)

تاريخ التخرج: 14/05/2020هـ

نائب المدير العام للتدريب

د. بدر بن شجاع الدرهم

Deputy Director General For Training

Dr. Badar S. Al-Harbi

