

SUMMARY

Recent graduated in Information Science with proficiency in Microsoft Office and Power BI. Completed an internship in electronic archiving of medical records at a hospital, gaining hands-on experience in managing digital health information. Eager to further develop skills and contribute to process optimization.

EXPERIENCE

- **Cashier**

Luxury Food Company - Full Time
May 2022 - November 2023

- **Medical Records Department Trainee**

King Khaled University Hospital - Internship
June 2022 - August 2022

1. Processed and managed 30-50 medical records daily using electronic document management system
2. Assisted in document scanning and electronic archiving operations
3. Ensured accurate filing and retrieval of medical records while maintaining confidentiality
4. Collaborated with healthcare professionals to maintain efficient document workflow

- **Sales Executive**

Osool Of Entertainment - Full Time
December 2020 - November 2021

- **Customer Service**

Alrabia Mall Company - Full Time
May 2019 - December 2020

EDUCATION

Bachelor's of Information Science - Information Sources Management & Services

King Saud University

Graduated: March 2023

GPA: 4.42/5.00

PROFESSIONAL DEVELOPMENT

Microsoft Excel Course | Emdad Al-Marifah for training | July 2024

Microsoft Power BI For Business Intelligence | Emdad Al-Marifah for training | July 2024

General English Course | Bayswater in United Kingdom | October - December 2024

Aconex Professional Accredited | Oracle | January 2025

Certified Associate In Project Management(CAPM) training Course | King Saud University | January 2025

Document Control For Project Management | Studyhub Uk | April 2025

SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, Power point, Outlook, SharePoint).
- Basic understanding of Document Management Systems (DMS), including Aconex and SharePoint.
- Familiar with document control procedures, including versioning, numbering, and revision tracking.
- Data entry and information organization
- Excellent attention to detail, ensuring accuracy in document handling.
- Document management and electronic archiving
- Quick learner with the ability to adapt to new systems and processes..
- Strong communication skills, both written and verbal.
- Ability to work collaboratively in a team environment.

LANGUAGES

Arabic, English