

HESSAH ALOTAIBI



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Riyadh, Saudi Arabia

A motivated professional with a strong interest in public administration, dedicated to enhancing organizational efficiency and effectiveness through thoughtful and innovative approaches. I possess strong analytical skills and the ability to communicate effectively with others, enabling me to work efficiently within multidisciplinary teams. I am committed to achieving goals and contributing to societal development by providing innovative and sustainable solutions

MY SKILLS

PROFESSIONAL SKILLS

- Strategic Planning
- Decision-Making
- Time Management
- Effective Communication
- Leadership
- Communication skills
- Teamwork
- Problem-Solving
- Human Resource
- Data Analysis
- Problem-SolvingManagement
- Negotiation

MY EDUCATION

2022 | 2024, King Faisal University

Intermediate Vocational Diploma: Public Administration

WORK EXPERIENCE

DATA ENTRY SUPERVISOR

Webuild S.P.A - Riyadh

Sep 2022 - Dec 2024



- Team Management: Supervise the data entry team and ensure tasks are executed efficiently. Assign tasks and prioritize work for the data entry team. Provide training and support to enhance the team's skills.
- Data Quality Assurance: Review and audit the entered data to ensure accuracy and correctness. Develop and implement quality procedures and standards to ensure the highest level of accuracy.
- Coordination and Communication: Communicate with other departments to ensure data needs are met. Provide regular reports to senior management on work progress and data quality.

ADMINISTRATIVE ASSISTANT

King Fahad Medical City

Sep 2024 - Nov 2024



- Organizing patient appointments and following up on modification or cancellation requests.
- Extracting data from the Epic system and analyzing it using Excel.
- Preparing detailed reports on the number of patients in clinics.
- Drafting official correspondence and responding to inquiries via email.
- Organizing physicians' schedules and updating the system to align with working hours.

COURSES

- Advanced International Certificate in IT Skills
- Noor Central System
- Elements of Creativity in the Workplace
- Stress Management at Work
- Customer Service - Professional Handling
- Report Writing