

Curriculum Vitae

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Career Objective

To utilize my expertise in health services management, employee relations, and administrative skills to contribute effectively to organizational success and professional growth.

Education

Bachelor of Science in Health Services Management & Hospitals, King Abdulaziz University – Rabigh, GPA: 3.23 (Good), 2018.

Work Experience

- Employee Relations Department – Prince Mohammed bin Abdulaziz Hospital (2010 – 2011)
- Employee Relations Department – National Guard Health Affairs (2011 – 2012)
- Administrative Affairs – Ministry of National Guard (2014 – 2020)
- Administrative Supervisor – Ministry of National Guard (2020 – 2021)

Training & Certifications

- ICDL – 2008
- Cashier Program – 2005 (5 months)
- Employee Relations Training – 2016 (12 hours)
- Leadership in Health Care – 2025 (2 hours)
- Leadership in Health Care – 2025 (4 hours)

Skills

- Human Resources & Employee Relations
- Health Services Administration
- Communication & Teamwork
- Problem Solving & Decision Making
- Microsoft Office & ICDL Certified