

Career objective

Dedicated and detail-oriented administrative professional with over [10 years] of experience in managing office operations, supporting executive teams, and enhancing organizational efficiency. Seeking to leverage strong organizational skills and a proactive approach to contribute to the success. Committed to delivering exceptional service and fostering a productive work environment.

Qualifications

3/2022 - 2/2020

**Master of Business Administration - MBA,
Business administration**
Universiti Teknologi Malaysia

1/2016 - 1/2012

**Bachelor's degree, Hospitality
Administration/Management**
King AbdulAziz University

Experiences

11/2024

Office Manager
Maximus, Najran Region

Office Organization: Maintain an organized and efficient office environment.
Staff Supervision: Oversee and coordinate the activities of office staff.
Scheduling: Manage calendars, appointments, and meetings.
Supplier Management: Oversee relationships with vendors and suppliers.
Policy Implementation: Ensure compliance with company policies and procedures.

11/2024 - 8/2022

Administrative Specialist
Najran University Hospital, Najran

Manage Daily Operations: Organize and oversee all daily activities in the clinic to ensure smooth workflow.
Coordinate Healthcare Delivery: Ensure all healthcare providers work together to deliver integrated care to patients.
Monitor Service Quality: Evaluate the level of service provided to patients and work on improving it through feedback and standard operating procedures.
Schedule Appointments: Organize appointment scheduling and manage waitlists to reduce wait times and enhance patient experience.
Address Complaints and Inquiries: Handle patient complaints and assist with inquiries related to services and treatments.
Train Staff: Train and guide clinic staff to ensure high-quality service delivery.
Ensure Compliance: Ensure adherence to healthcare laws and regulations, safeguarding patient privacy.
Manage Medical Records: Maintain the accuracy and confidentiality of patients' medical records.
Develop Quality Improvement Programs: Work on developing and implementing programs aimed at enhancing the quality of care provided in the clinic.

7/2012 - 3/2003


Security Officer
Ministry of Interior - KSA, Saudi Arabia


Prepared reports and necessary documentation to maintain confidentiality.
Maintained accurate and detailed logs of all events to preserve evidence.
Distributed security officials and prepared duty schedules.
Engaged with the public to ensure their safety and security.
Recorded security assets (e.g., wireless devices, vehicles, cameras) and allocated them to security officers based on location needs.
Clarified work scopes regarding safety devices and equipment.


Mohammed Alsharman

Personal details

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skills

Time management

Leadership

Problem solving

Supervisory skills

Collaboration

Relationship management

Security Management

Safety Management Systems

Public Safety

Industrial Safety

Operation Monitoring

Languages

Arabic

English