

## Alanoud Alsuhaymi

Saudi Arabia . +966531127856 . [alsuhaymialanoud@gmail.com](mailto:alsuhaymialanoud@gmail.com)

### OBJECTIVE

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Striving for self-development, benefiting from multiple experiences, and harnessing my skills and dedication to work to advance with the organization and achieve professional stability.

### EDUCATION

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**Associate Diploma in Medical Secretarial** 2021  
Taibah University

### EXPERIENCE

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**Medical Secretarial Trainee - Medical records** 1/2021 - 7/2021  
Medina Hospital for Women, Maternity and Children

**Receptionist - Patient relations** 10/2021 - 4/2022  
Medcare Dental Complex

**Administrative Assistant - Medical records technicians** 1/2023 - 8/2024  
Taibah University Dental Hospital, Sidr Group Company

### COURSES

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- Creative secretarial skills - Institute of Public Administration May 2020
- Reports preparation - Institute of Public Administration May 2020
- Rules of professional conduct and work ethics - Institute of Public Administration
- Administrative supervision - Institute of Public Administration Jun 2020
- Correspondence preparation - Institute of Public Administration Jun 2020
- Administrative coordination - Institute of Public Administration May 2020
- First Aid Basics - Hail University Sep 2023

### VOLUNTEER WORK

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**Volunteered and supervised volunteering** 450 hours  
Heart Center in Medina, Academic Affairs Department

### SKILLS

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- Negotiation
- Problem Solving
- Punctuality and accuracy.
- Quick achievements at work.
- Self-development
- Teamwork ability.
- Collaboration
- Goal improvement
- Group leadership.
- Computer proficiency.
- Microsoft Office

### LANGUAGE

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- Arabic Native
- English Advanced