

Nawaf Mushabab Alasmari

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Profile

Motivated and detail-oriented graduate of King Khalid University with a Bachelor's degree in Management Information Systems. Eager to contribute to a professional work environment that fosters personal development and continuous learning.

Education

King Khalid University - Abha, Saudi Arabia

Bachelor of Management Information Systems

GPA: 3.79 / 5.00

Graduated: January 2021

Professional Experience

Medical Secretary

Private Hospital - Abha

August 2024 - Present

- Preparing and updating patient lists and medical records.
- Coordinating between departments and ensuring smooth workflow.
- Handling administrative tasks such as scheduling, correspondence, and report organization.
- Supporting medical staff with accurate documentation and communication.

Skills

- Teamwork & Collaboration
- Flexibility & Adaptability
- Time Management & Organization
- High Attention to Detail
- Computer Proficiency (Microsoft Office, Internet Applications)
- Ability to Work Under Pressure
- Strong Sense of Responsibility

Courses & Certifications

- Report Writing and Administrative Correspondence - Mnar, March 2022
- Cybersecurity Awareness - Mnar, February 2022

Languages

- Arabic: Native
- English: Proficient