

Khalid Albalawi
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Professional Summary

Highly motivated and results-driven individual seeking organization. Skilled in strategic thinking, analytical problem-solving, and communication. Proven ability to manage relationships, optimize workflows,

Experience

Records and Patient Services Officer, May 2023 – June 2024

1. Collect and document patient medical data

- Ensure excellent quality in both paper and electronic data recording.

Organize the storage and retrieval of records

- Access to other departments (diagnostic, nursing, laboratories, administration) and the Specialized Information Department.

Organizing, storing, and retrieving records

- Managing the record-keeping system, indexing records, and ensuring easy access to records when needed
- Opened and managed patient files
- Archived and filed patient records
- Entered medical insurance information
- customer service

Education

Diploma in Medical Registration, University of Tabuk

Courses

- International Computer License
- English Writing – King Khalid University
- Report Preparation – Imam Abdul Rahman bin Faisal University

Skills

- Microsoft Office
- Document and Records Management
- Collect and document patient medical data
- Record patient information