



FAJR SAUD SAAD ALMUTAIRI

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SUMMARY

Dedicated bilingual (Arabic-English) certified Nurse Specialist with extensive experience in Infection Prevention & Control as Public Health Nurse at Ministry of National Guard Health Affairs in Riyadh, diabetes education, and ambulatory care services. Proven ability to lead outpatient programs, coordinate community health initiatives, and deliver educational sessions for healthcare professionals. Recognized for expertise in disease surveillance, vaccination programs ,and patient empowerment through health education. Currently pursuing a master's in administrative health management to support leadership growth in public health systems. Adept at working with multidisciplinary teams, including executive and high-profile stakeholders.

WORK EXPERIENCE

Public Health Nurse I Infection Prevention & Control at king Abdulaziz Medical City 2023 - 2025

- Conducted surveillance and reporting on communicable diseases.
- Coordinated outbreak response, vaccination drives, and public health education.
- Delivered training programs for nursing staff on infection control practices.
- Provided counseling, contact tracing, and crisis communication during public health threats.

Staff Nurse I -Diabetes Educator at King Abdullah Specialized Childern Hospital Diabetic Center 2016- 2023

- Delivered one-on-one and group education to diabetic patients, including insulin pump users
- Organized and led community awareness campaigns, workshops, and health booths.
- Participated in clinical research, contributing to multiple publications and presentations.
- Managed an outpatient clinic with over 100patient visits/month.

Staff Nurse I | Ambulatory Care Center (OB/Gyne Clinic) 2014 - 2015

- Supported women's health services
- coordinated care with physicians ,and ensured patient satisfaction.

EDUCATION

- **Master's in administrative health management (Executive) at King Saud University** 2024- Present
- **Nurse Internship (King Saud university for health sciences) at King Abdulaziz Medical City - 2013**
- **Bachelor of Science in Nursing at King Saud bin Abdulaziz University for Health Sciences - 2012**

SKILLS

1. Public Health & Clinical Competencies:

- Communicable & Non-Communicable Disease Education
- Infection Prevention & Vaccination Management
- Diagnostic Testing, Surveillance & Contact Tracing
- Clinical Skills & Patient-Centered Care
- Crisis Communication & Emergency Response

2. Program & Project Management:

- Community Program Coordination & Campaigns
- Program Evaluation & Health Strategy Implementation
- Time Management & Problem Solving
- Project Coordination

SKILLS

3. Administrative & Technical Systems:

- Administration Skills & Data Entry
- BestCare System
- Nafis Platform
- HESN Plus
- National Vaccine Registry (NVR)
- Lab/Vaccine Requests, Walk-in Visits, Virtual Clinics
- Reporting Communicable Diseases, Entering & Reviewing Immunization

4. Digital Tools & Professional Software Microsoft Office

- Canva
- Power BI
- Digital Reporting Systems
- Health Informatics Platforms

PROFESSIONAL ACHIEVEMENTS

- Certificate of Appreciation Contributor in Diabetes Awareness at MNGHA-2024
- MMR MNG school Campaign 2024-2025
- Certificate of Appreciation Contributor in Handling Botulism Cases at MNGHA-2024
- Certificate of Appreciation: infection control Dept.- 2024
- Speaker, Communicable Disease Educator Course - 2024
- Alumni Seminar Speaker, KSAU-HS "Nursing Specialties 3- 2024
- Publication: Cardiometry Journal, Comparative Study in Glycemic Control - 2024
- Employee of the Month - 2021 & 2022
- Publication: Diabetes Therapeutics Journal, Insulin Pump Therapy - 2019
- Organizer: World Diabetes Day (2018), Stroke Awareness Day (2018-2019) Contributor: Janadriyah Endocrine department - 2019
- Certificate of Appreciation: Dept. of Medicine - 2019

CONFERENCES & TRAINING

- Completed training Course at King Saud university for credible Research References 2025 completed training Course king Saud university for Scientific integrity 2024
- Vaccine Forum - 2023-2024-2025 ID Week - 2023-2024
- Public Health Threat Preparedness Symposium - 2024
- Using Epidemiology to Enhance Publication - 2022
- Photographing Workshop on 22-03-1444 H certified by technical and vocational Training Corporation
- Executive Administration Workshop on 10-03-1447H certified by National Qualification Training center
- Microsoft Excel Data and Table management workshop on 07-05-1445 H certified by technical and vocational Training Corporation
- Completed Diabetic Educator Program - 2015-2016 at Post-Graduate training center
- Completed Diabetic Educator Program-2015 in Nursing Training center at King Abdulaziz Medical City
- Certified Insulin Pump Instructor 2016/2019

PROFESSIONAL CERTIFICATIONS

Saudi Council for Health Specialties ,2024 — Nurse Specialist I