

# NOUR ALMOUSA

MEDICAL SECRETARY

## Personal Profile

I am looking forward to join the most advanced medical with a high degree of efficiency and quality and face the work challenges to develop my skills in medical secretary and to benefit from the advantage of the available resources.

## Language

- Arabic Language: Mother tongue
- English Language: Intermediate

## Contact Details

Number: 0532930330

Email: nour-almousa@outlook.com

## Qualification

**King Saud University Jan 2020 - Jan 2022**

Applied studies and community service, Medical Secretariat diploma with an excellent grade and a G.P.A (4.69/5)

## Certificates & Workshops

- E-course Communicate Effectively with Customers - 4h 2021
- E-course Problem Solving in the Workplace - 4h 2021
- course Executive Assistant series - Communicate Effectively - 20h 2021
- E-course Reporting skills. 2021
- certificate in Infection control program, Saudi Red Crescent Authority. 2020
- Certificate in leadership , forty-fourth high school - 64h 2019
- course in First aid, forty-fourth high school 2019
- Reyadi initiative training course, reyadi - 10h 2018

## Skills

- Microsoft office software efficiently.
- Organization and planning.
- Effective communication.
- Reliability.
- Obligation and responsibility.
- Management skills.
- Data entry.

## Training

King khaled University Hospital at Nursing Department (Sep 2021 - Dec 2021)