

mohammed alkhalidi

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EDUCATION

COMMUNITY COLLEGE OF PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY
COMPUTER PROGRAMMING – DIPLOMA GRADUATION DATE 05/2018

PROFESSIONAL EXPERIENCE:

DATA ENTRY SPECIALIST, ROCK STONE FACTORY MANGE FACTORY'S
RECORDS USING EXCE

DATA ENTRANCE SUPERVISOR - KING ABDAHALLA UNIVERSITY HOSPITAL
(TAHIR PROGRAMME)

14 AUGUST 2022 - 13 FEBRUARY 2023

WORK ON THE TURK CARE PROGRAM BY ACTIVATING THE PATIENT'S VISIT,
OPENING FILES, PRINTING HOLIDAYS AND REPORTS, AND FOR A MONTH I
.WORKED ON ELIGIBILITY

HANDLE AND EXTEND THE FILE

SKILLS:

- Problem solving and decision-making •
- Time management and prioritization •
- Ability to perform under pressure •
- Use computer and MS office software •
- Communication skills •

Courses

- English Language course (Professional workplace language) •
- Search Engine Optimization •
- Introduction to human resources tasks •
- Security of the Mutants •