


RUYUF MAZE ALMAIMAN

CONTACT

 +966547589892

 almeman9@gmail.com

OBJECTIVE

Look forward to use my skills and knowledge in the best possible way for achieving my goal and the common goals as well.

EDUCATION

- Medical Secretarial Diploma
- King Saud University
- College of Applied Studies and Community Service
- Graduation year: 2022

SKILLS

- Scheduling appointments.
- Effective communication.
- Microsoft Office.
- Self development.
- Maintain confidentiality of patient informations.
- Preparing medical records and reports.

EXPERIENCE

- 3 months training - King Fahd Medical City.
18/02/1443 - 20/04/1443
- Holds the professional classification for health specialties - The Saudi Commission for Health Specialties.

COURSES

- Reports preparation course.
- Quality management in health organizations.

LANGUAGES

- Arabic
- English