

# Fahad Ali Majrashi

## CONTACT



RIYADH



0560564655



Fahadmajrshy@gmail.com

## SKILLS

- Computer proficiency.
- Work under pressure.
- Punctuality.
- Accuracy in completing the work.
- Effective communication skills.
- Self-preparedness to deal with new developments.
- Teamwork.
- Building relationships.

## LANGUAGES

- Native Arabic.
- English Language.

## CAREER OBJECTIVE

Joining a professional and high-level work team to face and overcome work challenges and obtain more administrative levels and professional expertise to develop my scientific and practical skills.

## EDUCATION

### - Computer Diploma

College of Technology in Ar Rass.

## WORK EXPERIENCE

### - Data Entry

Tania Water Company.

### - Patient Services Coordinator

Suleiman Al Habib Hospital.

### - Administrative - Data Entry and Archiving | (Volunteering)

Qassim Health Cluster.

### - Medical Clinics Administrator | (Volunteering)

Qassim Health Cluster.

### - Administrative | (Volunteering)

Riyadh Health Cluster (Call Center).

## COURSES

### - A training program entitled "Electronic Archiving"

Education Department (Qassim).

### - A course on techniques for digitizing archival documents

### - Administrative coordination course

### - Secretarial and office management course

### - Computer skills course