



ABDULLAH ALI ALSALEM

📍 Riyadh, Riyadh 13313

📅 25/5/1988

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PROFESSIONAL SUMMARY

I'm a highly motivated hard-working professional with passion for working and continuous learning. Able to balance multiple competing priorities whilst still achieving strict deadlines for submission of assignments. Aiming to secure a place in a reputable organization, which will provide me with a great exposure and opportunities for progression.

WORK HISTORY

DIRECTOR, 05/2018 - Current

Ministry of Media, Riyadh, Saudi Arabia

- Responsible for linking violations to the national Violation Platform (IFA)
- Responsible for the beneficiaries responses and responding to complains

ADMINISTRATIVE DIRECTOR, 09/2016 - 12/2017

Almutlaq Abu Nahiah Compnay Consulting Engineers, Riyadh, Saudi Arabia

- Maintained organisational compliance with applicable legislation and regulations.
- Worked with board of directors to establish objectives and decisively lead operations.
- Allocated resources to teams and projects based on need, performance, and availability.
- Monitored operations to assess and highlight results.

ALTERNATE DIRECTOR, 05/2013 - 01/2015

Dr. Sulaiman Al Habib Hospital, Riyadh, Saudi Arabia

- Managed daily operations by overseeing financials, key performance indicators, and employee performance.
- Oversaw quality assurance procedures to deliver consistent service lines.
- Organized, directed and coordinated medical and health services according to organizational policies and goals.
- Developed procedures and strategies for quality assurance, patient services, departmental activities and public relations.
- Coordinated with other healthcare providers concerning treatment plans for patients.
- Developed and distributed employee work schedules based on operational needs and employee requests.
- Maintained up-to-date information in electronic medical records software.
- Communicated with doctors, nurses, patients and other employees to identify and

resolve healthcare needs.

ADMINISTRATIVE , 03/2004 - 01/2013

National Offset Printing Company, Riyadh , Saudi Arabia

- Handled accurate, efficient diary management for smooth-running administration processes.
- Produced and distributed monthly reports using Excel knowledge.
- Helped senior clerical staff complete daily workloads.
- Produced high-quality documents, spreadsheets, and presentations.
- Trained junior team members on administrative processes, company requirements and performance strategies.

SKILLS

Communication

Teamwork

Problem Solving

Leadership

Time Management

Microsoft: Word, Excel and PowerPoint

EDUCATION

Imam Muhammad Bin Saud University, Riyadh, Saudi Arabia, 2021

Diploma: Computer Applications

CERTIFICATIONS

- Cambridge Information Technology course Al-Faisal Academy
- Introduction to the New Work System
- Decision Making Course
- The Course of Cyber and Technical Driving Basics
- Introduction Course in Entrepreneurship
- Training of Trainers
- Course Influence and Persuasion Management Course