



PERSONAL INFORMATION



SAUDI



Riyadh



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Training and Certificates

- Future seekers (Mohammed Bin Salman Foundation Misk)
- Planning, Organizing and Measuring Performance.
- Mistakes threaten the growth of leading companies .
- Project Management professional (PMP).
- Project Integration Management .
- Introduction into Project Management Professional (PMP).
- Customer relationship management and Entrepreneurs .
- Executive assistant series- Enhance your skills .
- Cyber Security .
- Business Continuity and Recovery of Crisis .
- Understand Customer Needs
- Smart Work Ethics .
- Leadership Essentials .
- Introduction To Human Resource Functions
- Self-Management ,
- Key Negotiation Skills .
- Time Management .
- Career Planning .
- Stress Management in the Workplace
- Exploring the Job .
- Introduction to data and descriptive Analytics .
- Best Practices in Volunteer Engagement .
- Teamwork and Communication Skills .
- Effective Team leadership.
- Communications skills for health care professionals
- Excellence in customer service
- Creative Thinking Skills
- Introduction to Strategic planning for Human Resources

Abdullah Bin Ali



OBJECTIVE

I am an energetic, ambitious person who has developed a mature and responsible approach for whatever task I am performing or the position I am in. I am excellent in working with others to achieve a certain objective on time. In my previous role, I improved the performance, operations and productivity of my team by 75%.

I have more than 12 years of management experience.



EDUCATION

- ❖ I studied at king Khalid university two years majoring in English after high school.
- ❖ I graduated from high school with an excellent grade.
- ❖ English course in British Council 2020.



WORK EXPERIENCE

- ❖ **Eligibility and Referrals Supervisor**
Sultan Bin Abdulaziz Humanitarian City, **04/2007 to 05/2019.**
Chairman of the Pre-admission committee
 - Educate and supervise clerks, coordinators regarding an appropriate way of dealing with patient or customer also reporting any related issues.
 - Develop project concepts and maintain optimal workflow.
 - Receiving urgent case and refer it immediately.
 - Solving any related issues with different sources.
 - Make and review the monthly report of cases and sort them their diagnoses and sources, Creat KPI reports.
 - Coordination, meeting and communication with officials at Aramco ,MOH,MOI.
- ❖ **Coordinator** **03/2004 to 04/2007**
Syahya-National Co for Tourism
 - Answered emailed and telephone
 - Help any customer need services
- ❖ **Receptionist** **04/2003 to 03/2004**
Al Hammadi Hospital Al Olaya
 - Organized and booked client appointments.
 - Greeted visitors, assessed needs and directed to appropriate personnel.



Skills and Personal Qualities

- Time management Skills.
- Strong decision maker.
- Complex problem solver
- Good Listener.
- Excellent Communication.
- Manage high load of work.
- Work with interdisciplinary team.
- Flexibility.
- Change management.
- Work under pressurized.

