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# Nourah Al-Ali

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## Contact

Riyadh

Phone: 0541121605\_0505418897

## Education

### Public Administration Diploma

2021 – 2023

King Faisal University

4,11

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## Work experience

### Al-Habib Medical Centar

Decembar 2008 – October  
2012

Patient Services Coordinator

### Al-Habib Medical Centar

October 2012 – January 2021

senior licenses coordinator\_HR department

Description of work:

- Working on the licensing of the medical staff in Saudi Council.
- Registration all the medical staff with Data-Flow.
- Analyzing departmental documents for appropriate distribution and filing.
- Research and update all required materials needed.

### Inter Health Hospital

February 2021 – October  
2021

HR senior specialist

Description of work:

- Working on Payroll.
- Preparing the new contract.
- Working on the licensing of the medical staff in Saudi Council.
- Registration all the medical staff with Data-Flow.
- Analyzing departmental documents for appropriate distribution and filing.
- Research and update all required materials needed.

### DaVita company

November 2021 – Until Now

HR specialist

Description of work:

- Working on End of service.
- Working on the leaves.
- Working on the process employees transfer
- Working on the licensing of the medical staff in Saudi Council

- Analyzing departmental documents for appropriate distribution and filing.
  - Research and update all required materials needed.
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## **Courses and Training**

- Printing Course from king Saud University Institute-20 Hours-2008
  - *I completed Intensive Course in English proficiency consisting of three levels of Direct English.*
  - *The distinction in the administrative e reports preparing\_16 hours*
  - *Lecture\_Crisis Management*
  - *Microsoft excel course-at dr.sulaiman al habib mrdical group- from 17 march 2015 to 20 may 2015*
  - *Excellence and quality management for HR and employess affairs and management development\_16 hours*
  - *Active participation and valuable contribution in JCIA on 02 November 2017*
  - *Active participation and valuable contribution in CBAHI on 17-19 July 2017*
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## **Skills**

- Computer proficiency
- Dealing with Office programs (Word - Excel -Power Point)
- Preparation reports and statistics
- Team training
- High Sense of Responsibility and Commitment.
- Environment of Creative Work
- Risk management processes and analysis
- Ability to take responsibility