

# Abdullah Bin Ali

## CONTACT



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SAUDI



Riyadh

## 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).
- Project Management Foundation.
- Project Management for Supervisors.
- Customer relationship management and Entrepreneurs.
- Executive assistant series- Enhance your skills.
- Business Continuity and Recovery of Crisis
- Understand Customer Needs Smart Work Ethics.
- Leadership Essentials.
- Introduction To Human Resource Functions.
- 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

## OBJECTIVE

An extremely dedicated individual with over 16 years of experience in management and project management seeking an appropriate management/ leading position.

## EDUCATION

- I studied at King Khaled 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

- **Chairman of the pre-admission committee**
- **Eligibility and Referrals Supervisor**  
Sultan Bin Abdulaziz City, 04/2007 to 05/2019
- Educate and supervise clerks, coordinators regarding an appropriate way of dealing with patient or customer also
- 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.
- Coordination, meeting and communication with officials at Aramco, MOH, MOI.
- **Project Coordinator 03/2004 to 04/2007**
- **Syahya-National Co for Tourism**
- Day to day communication, coordination.
- Provide project assistance services throughout the project lifecycle.
- Assist in managing project budgets.
- Operate independently on activity relevant to project.
- **Officer 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.
- Manage high load of work.
- Work with interdisciplinary team.
- Change management.
- Work under pressurized.