

Nouf Abduljabbar Al Saleh
Internal Audit Coordinator

PERSONAL DETAILS

Nationality : Saudi
Date of Birth : 28/03/1988
Status : Single
Daytime Tel. No. : +966500620650
Email : Noufa619@Gmail.com

PROFILE

An experienced, professional Administrative Coordinator with almost 10 years' experience to date. Reliable, competent, pleasant, good at handling a variety of tasks efficiently, a fast learner with a natural ability for organisation & administration.

I am seeking a position in which I can contribute my knowledge and skills in both Administration and Customer Care. In addition to this, I wish to gain more experience in order to advance my career and develop my potential.

EMPLOYMENT HISTORY TO DATE

MINISTRY OF NATIONAL GUARD HEALTH AFFAIRS - RIYADH, SAUDI ARABIA

(January 2018 to the present)

Job Title: Internal Audit Coordinator

Department: Internal Audit & Investigation

Responsibilities Include:

- Perform and control the full audit cycle including risk management and control management over operations' effectiveness and compliance with all hospital rules.
- Determine internal audit scope and develop annual plans.
- Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc.
- Reviewing the employee's work load, amount of employees in the work area, solving the problems,
- Prepare and present reports that reflect audit's results and document process
- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Identify loopholes and recommend risk aversion measures.
- Maintain open communication with management and audit committee.
- Document process and prepare audit findings memorandum.
- Reporting any kind of Technical & Operation issues in the all hospital area.
- Conduct follow up audits to monitor management's interventions
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.

Job Title: Data Entry Clerk (November 2013 – January 2015), Administrative Coordinator

(January 2015- 2018)

Department: Internal Audit & Investigation

Responsibilities Include:

- Oversees and ensures that the office administrative functions of the organizational unit.
- Performs difficult, complex, technical, and/or specialized office support work, which requires the exercise of independent judgment.
- Supervises staff, including determining workloads and schedules, evaluating staff performance, providing training and making disciplinary recommendations.
- Attends to a variety of administrative details such as keeping informed of departmental / division, monitoring day to day operations of the functional area to which assigned.

- Performs a variety of administrative support duties such as preparing and transmitting a variety of financial documents.
- Provides technical assistance to staff on operational issues such as personal policies, purchasing, records keeping, training, risk management and contract administration.
- Performs report preparation related to the activities of the organizational unit.
- Prepares correspondence, reports, forms, work orders and specialized documents related to the Organizational unit.
- Perform other job related as required

NATIONAL GUARD HEALTH AFFAIRS, RIYADH.
(June 2010-Nov-2013)

Job Title: Business Center Officer II.

Department: Business Center.

Extensive experience in the procedures and regulations of both health care providers (Hospitals/Insurances) Applying Insurance Policies.

Responsibilities Included:

- Obtaining Medical Approvals for OPD, Inpatient, and Emergency.
- Requests and Coordinates for Medical Materials and Equipments.
- Knowledge in dealing with customers (Patients) as a customer care and prompt response for their concerns.
- Skills of how to approach different characteristics.
- Ability to work on own initiative and as part of a team.
- Ability to run a busy job and remain calm under pressure.

Saudi Hypermarkets Company, Riyadh.
(August 2008-April 2009)

Worked as Social Media Activists and Internet Applications (Training Period)

EDUCATION

- Diploma in Human Resource Management
From Saudi Chamber of Commerce
Date of Completion: 2018

SKILLS

- IT Skills.
- Microsoft Office Skills, Oracle, CTS Tracking System
- Typing Skills **Arabic -English**
- Ability to work under pressure
- Planning and Organization.
- Communication skills
- Managerial Skills
- Problem Solver
- Leadership

LANGUAGES

- **Arabic** : Fluent
- **English** : Fluent