

# Ahmad Sameer Badi Alanizi

Hospital Administration



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966538760243 📞

Riyadh, Saudi Ariba 📍

21 October, 1998 📅

## EDUCATION

### Diploma Hospital Administration Institute of Public Administration (IPA)

01/2017 - 02/2020

Riyadh

## WORK EXPERIENCE

### Patient Affairs Officer DR. MOHAMMAD ALFAGIH HOSPITAL

07/2020 - Present

Riyadh

#### Achievements/Tasks

- I have many experiences in the hospital, I worked in several departments such as (admission, appointments, reception, and insurance).

### Administrative

#### East Supply Company Ltd

05/2019 - 07/2019

Riyadh

### Customer Service

#### Saco Company

05/2018 - 08/2020

Riyadh

## CERTIFICATES

Saudi Commission for Health Specialties.  
(07/2020 - 07/2022)

Skills of Dealing with Work Stress.  
(04/2019 - 04/2019)

Quality Management in Health Organization.  
(04/2019 - 04/2019)

Event Management. (05/2019 - 05/2019)

Reports Preparation. (01/2020 - 01/2020)

Administrative Supervision. (03/2020 - 03/2020)

Two Months at UK English Learning.  
(10/2019 - 12/2019)

## SKILLS

Typing Skills two languages



leadership



Self-motivation



Decision making



Ambition and passion for work



Work under pressure



Time management



Microsoft office (Word, Power  
point, Excel).



## LANGUAGES

ENGLISH



ARABIC



## REFERENCES

Mohammad Alanizi

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