
CV

Ashwag Khaled Alfeneikh

ADDRESS: Riyadh - Jarir Al Nahda District

Nationality : saudi

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EXPERIENCE

Saudi customs — administrative assistance (on job training-tamheer)

March 2021 – September 2021

National care hospital — Human resources officer

March 2019 - March 2020

Process all various types of request , payroll (end staff service , cash advance ,vacation salary)

Leave (leave with pay , return from leave , advising in company /labor office policies & legal)

Gosi and insurance (supervising in Gosi website upload contract , add and delete staff , annual wages update , work in tawanya website (add , delete staff, change class)

Cover recruitment section (make interviews , evaluate the applicants , make application form).

Abiat al tibb co., — Receptionist

June 2018 - november 2018

EDUCATION

Business Management Diploma 2019 Human Resource Management Diploma (

currently study) Courses

- Step english exam (TOFAL =445)
- Labor Education according to saudi Labor law - Cambridge english Course level B1 , A2 - Six Sigma in Quality Green Belt, Black Belt.
- Personal strategic planning.
- Office Management and Executive Secretariat.
- Microsoft Office in all programs.
- IT in the Workplace - Mastering Microsoft Software.
- Management of health information.
- Basic quality management and patient safety.
- Shall program for electronic transactions of the Ministry of Health.
- The first Qassim Scientific Conference accompanying the World Day of Sugar.
- Basic First Aid.
- Dermatology Symposium.
- Infection control from Shifa Hospital in Onaiza.
- Bridging excellence in critical care nursing.
- Time management courses
- Introduction to human resources functions
- Online Public First Aid Course
- Online Infection control program **Training**
- Training in Prince Mohammed bin Abdul-Aziz Hospital in Riyadh as duty manager 2018-2019 - Training at Al-Shifa Hospital in Onaiza in the administration Department 2018. - Training at King Saud Hospital in Onaiza Medical Records 2017.

SKILLS

- Team player with excellent communication skills and leadership skills.
- Reliable, flexible and hard working.
- Computer skills: PowerPoint, Microsoft Word, Excel, Outlook.
- Speaking and writing Arabic and English languages fluently.
- I have a background in insurance.
- Committed to time and organization.
- I have prepared a project on improvement and quality and shifa hospital
- Interested in attending medical, scientific and cultural conferences

REFERENCE LETTER (from human resource manager in August 19 2019)
