

PERSONAL INFORMATION

Nasser Mahdi Alyami

- 📍 Tabuk (Saudi Arabia)
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WORK EXPERIENCE

- 3 Mar 2020–Present **Document Controller**
East Consulting Engineering Center, Tabuk
- 11 Nov 2018–19 Jan 2019 **Reception Supervisor**
Omar Suliman Al-Ajaji Medical Co., Riyadh
- 1 Sep 2017–31 Mar 2018 **Director of Public Relations**
Diamond Smil Clinics Complex For Dental & Dermatology, Najran
- 23 Apr 2017–18 May 2017 **Reception, Call Center**
King Fahad Medical City, Riyadh
- 2019 **Volunteer work, Data Entry**
King Fahad Medical City, Riyadh

EDUCATION AND TRAINING

- 15/06/2017 **Hospital Administrations**
Institute of Public Administration, Riyadh

PERSONAL SKILLS

Communication skills

- English (good).
- Microsoft (Excel, Word, PowerPoint, Outlook).
- Team Work player.
- Work under pressure.
- Effective Communication.

Organisational / managerial skills

- Skilled in organizing, monitoring and coordinating services.
- In the absence of the hospital director, he performed the full operation duties of the hospital.
- He also served an assistant director hospital with administrative responsibility.

Job-related skills

- Building strong relationships with employees, doctors, clients, and the community.
- Patient complaints are successfully addressed.
- Helps in all areas in cases of necessity due to the absence of an employee.
- Customer reception, answering phones, and scheduled appointments.