
SARA ALQHTANI

Administrative Assistant with 2 years of experience in hospitals

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I am a hardworking and honest person. I keep good time and am constantly eager to master new abilities. I am kind, helpful, and polite, with a good sense of humor. I can operate individually in busy circumstances as well as part of a team. I am outgoing and courteous, and I can effectively listen when solving problems.

Experience

Admin Assistant

Dr. Mohammed Alfagih Hospital – May 2021 to Feb 2022

- Maintaining and organizing operational statistical records and reports.
- Coordination and documentation of all inbound and outbound conversations.
- Arranging meetings and appointments as directed by the department leader.
- Meeting agenda preparation, note keeping, and registration minutes (MOM).
- Answer phone calls and route them to the appropriate parties.
- Keeping track of any pending departmental matters.
- Handling staff training programs, courses, projects, and processes.
- Keeping official documents and stamps safe.
- Responsible for employee attendance and vacation management.
- Monitoring financial matters with department personnel.
- Auditing and checking on the personnel shortfall and unpaid bills.
- Creating and presenting weekly and monthly departmental reports.
- Planning and coordinating internal and external meetings.
- Educate new employees on the system and prepare them to interact with the public.
- Creating the department's annual budget.
- Daily rounds on the outpatient clinics, inpatient unit, and emergency room.
- Contacting the IT department for any problems and working with them to find solutions.

Education

2018-2019

English Language - Four levels

INSTATE OF PUBLIC ADMINISTRATION

2019 – 2021

Diploma in Executive Secretary

INSTATE OF PUBLIC ADMINISTRATION

Language

Arabic	Native	English	Excellent
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Skills

Executive & Administrative Support	Meeting & Event Planning
Office Management	Training & Supervision
Customer Relations & Communications	Records Management
MS Office (Word, Excel, PowerPoint)	Multi-tasking