

Fataima Nasser Al-Merdas

ADMINISTRATIVE ASSISTANT

I have many skills to be a prominent administrator or secretary. I am able to use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents. I have an ability to transcribe dictation and prepare reports or articles for physicians. I am able also to take simple medical histories of patients, arrange or patients to be hospitalized, or process insurance payments.



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Saudi Arabia -AL-Riyadh



[linkedin.com/in/fatma-almerdas-00a096182](https://www.linkedin.com/in/fatma-almerdas-00a096182)

SKILLS

Problem Solving



Adaptability



Computer software



Strong Work Ethic Time



Management



Critical Thinking



Customer Service



Microsoft office



Time Management



VOLUNTEER WORKS

Deputy director of the Saudi Club in Wollongong;

WORK EXPERIENCE

Secretary of the Manager school Al-Hidaia School

2019

I have worked as an administrative assistant at Al-Hidaia School for girls

Achievements/Tasks

- Recorded, transcribed, and distributed minutes of meetings
- Managed the time and organized the files
- Type documents such as correspondence, drafts, memos

COURSES

Online courses at Webinar

- Using Google applications in administrative works
- Digital Technology for Secretarial works
- Mail merge in word office program
- Design your lens for Snapchat program

Rashad Al-faiqh at Monvenpick Hotel in Riyadh

- "Growth laws" by human development expert at Monvenpick Hotel in Riyadh
- "Success in influence" by human development expert

Assistant counseling Alwaqian "Social and Psychological counseling"

- Diploma of Consultation"
- "Social and Psychological counseling"
- Graphology course "Character Analysis"
- "Creative problems Solving" by Asma Al-Zanati

EDUCATION

Diploma of Family Counseling Middle East Academy

2018

Diploma in Human Resources

Princess Nourah bint Abdulrahman University

2019

Secondary school Qur'an Kareem

VOLUNTEER WORKS

Manager of female department at the Saudi Club in South Hampton, United Kingdom

ENGLISH COURSES

At Lous Sequoia Institute in South Hampton (2013 – 2014)

IELTS certificate from University of South Hampton of South Hampton (2016)
"5 deree"

LANGUAGES

Arabic
Native

English
V. Good