Reem Saleh Al Harbi

PERSONAL INFORMATION

Nationality: Saudi
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Profile

• Possess extensive administrative and customer service skills
• Goal-oriented with ability to handle multiple tasks
• Strong ability to lead and train staff and student
• Competence in gathering and analyzing statistical data and generating reports
• Remarkable capacity to communicate effectively, both orally and in writing
• Skilled at prioritizing and completing deadline sensitive tasks efficiently
• Effective problem solving and negotiation skills strengthened in customer service roles
• Ability to work independently as well as a team member
• Possess excellent organizational and interpersonal skills
• Proficient in basic operating systems like Microsoft Word, Excel, PowerPoint, Access, Outlook, Mac, Windows, and Internet

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Education

Bachelor's Degree in Health services and Hospitals Administration, 2006, King Abdul Aziz University, Jeddah, Saudi Arabia

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Professional Experience

King Abdul Aziz University Hospital 2008 – Ongoing.

Coordinator of Academic Training, Academic Affairs, from January 2010 – ongoing, the more detail scale of my work include:

- Supervising and coordinating training courses for medical students in both at King Abdulaziz University, Medicine Faculties in Kingdom of Saudi Arabia and international universities abroad.
- Coordinating training courses for doctors as part of the Authority of Health Specialties programs as well as voluntary training and medical expertise.
- Coordinating training programs for trainees which include interviews, admission and graduation formalities at the medical and administrative levels.
- Following up on the students training process and assisting trainees in case of any difficulties they face through their training program.

- Supervising the medical coordinators in the hospital from the different units from all departments of the hospital.
- Assisting the Hospital and the Faculty of Medicine in developing the training program.
- Preparing periodic and annual training reports as well as training statistics.
- Maintaining files and data records in relation to the training program.
- Coordination of voluntary works and conferences.
- Arranging training programs for students in different units (academic training, administrative training, health programs)
- Coordinating development courses for the hospital staff.
- Secretary of Cardiac Surgery Unit, for one year, January 2009.
- Secretary of Public Clinics for eight months, May 2008.

Other Experiences:

- Helpdesk Operator 6 months, from Oct to Mar, 2007 at Showtime television network, Jeddah, Saudi Arabia.

Events and Voluntary Works:

- I have Organized a campaign on the name of (we are Donors) for disabled children, November 2013.

- Participating and organizing in Eid al-Fitr celebration corner which include games and gifts for people with special needs.

- Participating and organizing in a charity ceremony in a fashion show for people with special needs.

- Participating and organizing several activities of the National Day of Saudi Arabia at the Center for Comprehensive Rehabilitation for people with Special Needs.

- Participating and organizing a Day of Eid for disabled children in the King Abdul Aziz University Hospital.

Voluntary Experience

King Abdul Aziz University Hospital, Jeddah, 6 Months, from Nov to Apr 2006

- Reception General Clinics 4 Months
- Medical Records 2 Months
  - Provided assistance and support to patients
  - Conducted routine clerical functions in an efficient and confidential manner
  - Created and modified a database using Microsoft Office

- Maintained hard copy and electronic filing systems

Courses & Seminars

Internal courses in King Abdul Aziz University hospital, Jeddah, Saudi Arabia

- Distinguished Service to the owners of the front rows
- Creativity in the work environment
- Sign or body language.
- Behavioral patterns introduction to the theory of Disk
- Ethics and values to work in the health sector
- Personal adviser _ Couch.
- Find out your personality and other character around you.
- Court cycle
- Smart steps to change personality.
- Generate creative ideas.
- Thinking Scale – Herman.
- Steps Achievement Profile
- Success in principles and effective habits
- 20 methods to solve business problems
- Alternative medicine treatment
- The art of dealing with the public
- Basic Life Support, Provider Course
- MS-Access 2003
- Lombardy rules for vocational rehabilitation and preparation of leaders
- The skill of managing differences
- Cycle of change strategies

External courses

- TQM applications in the management of hospitals and treatment centers**,** Institute of public administration, Riyadh**,** Saudi Arabia
- Policies and procedures to work in health facilities**,** Institute of public administration, Riyadh**,** Saudi Arabia
- Planning in health facilities**,** Institute of public administration, Riyadh**,** Saudi Arabia
- Course in Autism "The Psychomotor Therapy", The Leading Academy of Autism
- English language course, The British council, Jeddah, Saudi Arabia
- English course, GEOS Language Academy, Toronto, Canada
- Microsoft Office course**,** new horizon computer center, Jeddah, Saudi Arabia
- Customer service, Showtime television network, Jeddah, Saudi Arabia
- Human resources management, Ambassador training centre, Jeddah, Saudi Arabia
- Preparation course for the scholarship, Center for Teaching Development, Jeddah, Saudi Arabia

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Honors, Award and Appreciation:-

- 2011 Award and honor for my effective participation and for my clear contribution that led to the success of the training programs plan organized by the management during the year 2011
- 2012 obtained the first class over 60th Contender in a workshop to generate creative ideas.
- 2013 I have been appreciated with honor by the management of the hospital and the Dean of Medicine Faculty at the ceremony of excellence for my distinctive efforts.

Conferences*:*

I have been participated in the activities of the second scientific conference for students in higher education in the Kingdom of Saudi Arabia, Mar 2011

Community Involvement

I volunteered to take care of Orphans 6 months from Apr to Sep 2006, Al Faisaliah Assembly charity" Orphanage", Jeddah, Saudi Arabia

Conference of Prophetic Medicine.

Licenses
Saudi Commission for Health Specialties
Professional Registration NO: 10-J-A-1227803
Specialty: Health and Hospital Administration
Category: Specialist
Exp. Date: May 2017

References
Ready Upon Request