

CAREER OBJECTIVE

To obtain a position where I can utilize and maximize my existing skills and seeking to gain more knowledge and experience in the fields of data analysis, accounting, business strategies and development

ACADEMIC QUALIFICATION

Bachelor of Arts in Business Studies - Systems Track Practice

[July, 2017] Arab Open University,
Riyadh, KSA

COURSES & TRAINING

♦ Introduction to Data Analysis Using Excel, [Apr 21, 2018]
Rice University on Coursera.org

♦ Six Sigma Principles, [Dec 31, 2017]
University System of Georgia on Coursera.org

Courses received in Dr. Sulaiman Alhabib Medical Group (Olaya), Riyadh, KSA:

- ♦ Supervisory Skills [Feb 20, 22, 2018]
- ♦ Personal Effectiveness & Behavioral Skills [Nov 20-21, 2017]
- ♦ Email Etiquette Course [Oct 22-26, 2017]
- ♦ Art of Listening [Mar 28, 2016]
- ♦ Dealing with Difficult People [Mar 30, 2016]
- ♦ Problem Solving in a Creative Way [Mar 31, 2016]
- ♦ Medical Terminology Course [Jan 10-17, 2016]

CAREER EXPERIENCE

Secretary of IVF Laboratory

[Apr 2014] – [Present] Dr. Sulaiman Alhabib Medical Group - Olaya, Riyadh, KSA

- ♦ Responsibilities: Office administration, quality control, laboratory safety, training junior staff, liaising with other departments/external institutions, maintaining equipment and supplies
- ♦ Achievements: Created success rate statistics database on excel, introduced data tracking systems for purchases, licenses and tasks deadlines. Improved office and store management. Worked as a quality link during the accreditation inspections of the Joint Commission International (JCI) & Central Board for Accreditation of Healthcare Institutions (CBAHI)

Secretary of Cardiac Sciences Department

[Feb 2012] – [Nov 2013] King Khalid University Hospital,
College of Medicine, King Saud University,
Riyadh, KSA

- ◆ Responsibilities: Office and department administration, training and management of employees, liaising with other departments/external institutions and organizing events.
- ◆ Achievements: Worked as a Data Entry Clerk for various medical research projects by: Prof. Ahmad Hersi, Dr. Khalid Alhabib, Dr. Hussam Alfaleh, Prof. Tarek Kashour, Dr. Fawaz Alhussain and Dr. Lukman Thalib

Secretary of Adult Cardiology Unit

[Feb 2010] – [Jan 2012] King Khalid University Hospital,
College of Medicine, King Saud University,
Riyadh, KSA

- ◆ Responsibilities: Office and unit administration, management of employees, liaising with other departments/external institutions and organizing events.
- ◆ Achievements: Coordinator of the “Cardiology Fellowship Program”

Personal Assistant of Prof. Ahmad Hersi

[Feb 2010] – [Nov 2013] King Khalid University Hospital,
College of Medicine, King Saud University,
Riyadh, KSA

- ◆ Responsibilities: provide administrative support, making reservations and arranging travel, transport and accommodation, organizing events, Data Entry Clerk for research projects

Secretary of Sheikh Abdullah Bahamdan Research Chair for Evidence-Based Health Care and Knowledge Translation

[Sept 2009] – [Jan 2010] King Khalid University Hospital,
College of Medicine, King Saud University,
Riyadh, KSA

- ◆ Responsibilities: Office administration, liaising with other departments/external institutions and organizing events

Call Center Agent

[Mar 2009] – [Aug 2009] Mayies Medical Center,
Riyadh, KSA

- ◆ Achievements: Coordinator of “Improving Patients Healthcare Project”

HARD SKILLS

Data Collection, Entry and Analysis:	Intermediate-Advanced
Microsoft Office (Excel/Word/PowerPoint):	Intermediate-Advanced
Computer and Internet Knowledge:	Advanced
Typing (Speed 49 WPM – accuracy 99.2%):	Advanced
Record Keeping and Filing:	Advanced
Store Management:	Advanced
Planning/Event Planning:	Advanced
Management/Supervisory Skills:	Intermediate-Advanced
Quality/Safety Management:	Intermediate

SOFT SKILLS

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|---------------------------------------|---|
| ♦ Detail orientated | ♦ Decision making and conflict resolution |
| ♦ Creativity | ♦ Adaptability and flexibility |
| ♦ Multitasking | ♦ Teamwork |
| ♦ Self-motivated and self-learning | ♦ Friendly personality |
| ♦ Time management | ♦ Honesty and loyalty |
| ♦ Patience and working under pressure | ♦ Interpersonal communication |

PERSONAL DETAILS

Gender:	Female
Nationality:	Yemeni
Iqama no.	2239679125 (Transferable)
Place/Date of birth:	Riyadh, KSA - 9/12/1989
Marital status:	Single
Languages:	Arabic (native) English (bilingual proficiency)
Hobbies/Interests:	Reading, oil painting, knitting, crafting and gardening
Webpages:	www.linkedin.com/in/rawdhah-mohsen-39771310a https://people.bayt.com/rawdhah-mohsen-45193615/

REFERENCES

Available upon request