



# Munirah Alturki

Fresh graduate seeing to be part of an organization. Where can develop and obtain a valuable experience.

## CONTACT

-  Riyadh
-  +966 54 203 4409
-  muniranaji10@gmail.com

## CORE QUALIFICATIONS

- Critical thinker and
- Creative
- MS Office
- Prioritize and organize
- All Documentation
- Communication skills
- Time management
- Multi-tasker

## LANGUAGES

Arabic  
English

## COURSES

- Report Preparing
- Online public first aid
- Electronic security for secretarial and office
- Management staff
- Occupational Safety and Health
- Cyber Security Basics

## EXPERIENCE

*co-op*

King Fahad Medical City

- 01/2021 - 08/2022
- Being present at the ward's reception, responding to calls, and assisting patients and make sure that they are getting the help they need
  - Making daily rounds for patients to avoid any issues that may occur
  - Explaining the tasks and duties for patient and provide all the paper work needed ( Sick leave or any requested documentations)
  - Communicating with the nursing supervisor to make sure that all patients understand what they need to do next
  - Reporting new Birth Notifications - Complete all procedure and standards that relate to the department.

*Tamheer trainee*

Fahad

- 01/2022
- Medical City - Conduct and organize all students' interviews to understand their job description
  - Advise student in all matters related to the programs, admission, eligibility and costs
  - Analyze and maintain all received letters and their responses in the administration
  - Building and maintaining databases for all students information
  - Issue acceptance and rejection letters for all training programs
  - Administer financial fees and payments for the training programs.

*Volunteer*

King Fahad Medical City

## EDUCATION

2021

Diploma Medical Administration Assistan

King Saud University

GPA: 4.55