

Amjad Abdulaziz Al Yousif

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Objective:

Seeking a challenging position within a professional organization that would utilize and expand my knowledge in order to gain the experience and skills to achieve the organization goals.

Education:

- ❖ Business Administration - King Faisal University

Work Experience

- ❖ Administrative and Executive Secretary- Dar Al Salamah Hospital in Al-Khobar. 11/2023 - Until now
- ❖ **Human Resources Specialist - Saudi Dar AlEitman Co. - 2015 – 2019.**
 - Preparing & updating employment records related to hiring, transferring, promoting, and terminating.
 - Explaining human resources policies, procedures, laws, and standards to new and existing employees Ensuring new hire paperwork is completed and processed.
 - Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
 - Addressing any employment relations issues, such as work complaints and harassment allegations.
 - Processing all personnel action forms and ensuring proper approval.
 - Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks.
- ❖ **Patient Relation - Saad hospital - 2012 – 2013.**
 - Develops and administers policies and procedures that provide a high level of quality care and services for patients and their families.
 - Acts as liaison between patients and other health care service providers.
 - Reports to top management and manage through subordinate managers and professionals in larger groups of moderate complexity.
 - Provides input to strategic decisions that affect the functional area of responsibility.
 - Capable of resolving escalated issues arising from operations and requiring coordination with other departments.
- ❖ **Customer Service - Al-Sharq Newspaper – 2011 – 2012.**
- ❖ **Admin Assistant - School Administration – 2010.**

PC Skills

- ❖ Microsoft Office applications (Certified).

Skills & Accomplishments

- Teamwork and collaboration.
- Professionalism and strong work ethic.
- Oral and written communications skills.
- Leadership.
- Team management & great organization.
- Great in using Microsoft office programs (Excel- PowerPoint -Word).
- Excellent communication skills.

Languages

- Arabic (Mother tongue).
- English – Speaking/Writing.