

Fajer Al-Qurain

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Professional Summary

Highly motivated and dedicated Social Worker with over 1 year of hands-on experience in social services and administrative support. Demonstrated expertise in case study analysis, report writing, and assisting educators in creating engaging learning environments. Possesses a strong background in counseling, client assessment, and behavioral support, with excellent communication and organizational skills. Experienced in managing administrative tasks in educational and healthcare settings, ensuring smooth operations. Seeking to leverage practical experience and training to contribute to a dynamic team in social work or administrative roles.

Professional Experience

Teaching Assistant | Advanced Generations International schools | August 2023 – December 2024

- Managed classroom activities and provided support during lessons..
- Successfully facilitated classroom activities, increasing student engagement by 25%.
- Streamlined administrative processes, reducing preparation time for teachers by 20%.
- Handled administrative tasks such as preparing teaching materials and organizing student records.

Intern - Social Worker | Al-Jadani Hospital | August 2021 – October 2021

- Applied practical knowledge to assess patient cases and write reports.
- Maintained 100% accuracy in managing confidential patient data & case records.
- Contributed to the creation of 10+ detailed care plans, improving patient outcomes by 15%.
- Collaborated with medical staff to evaluate the social and psychological conditions of patients.

Intern - Social Worker | Madarek Center for Psychological Treatment | July 2021 – October 2021

- Conducted theoretical training in case studies and social worker roles.
- Assisted in preparing and writing detailed reports for cases analyzed.
- Completed 5+ case studies, improving case handling efficiency by 20%..
- Observed and participated in social service tasks such as client interviews and family assessments.

Education

Bachelor's Degree Social Work | King Abdulaziz University | Graduation Year: 2021 | GPA: 4.60/5 |
Graduated with Honors (Second Class Honors)

Training Courses

- Social Worker Skills
- Family Counselor
- Training Of Trainers Tot
- Human Resources Management
- Data Analysis Using Power Bi | Professional Path Center | Dec 2024 | 1.5 Weeks
- Microsoft Excel | General Organization for Technical and Vocational Training | Dec 2024 | 2 Days
- Executive Secretariat and office Management | General Organization for Technical and Vocational Training | Apr 2025 | 2 Days
- Administrative Assistant | General Organization for Technical and Vocational Training | Sep 2024 | 2 Days

Skills

Soft Skills:

Communication | Active Listening | Conflict Resolution | Attention to Detail | Professionalism

Practical Skills:

Case Study Writing | Report Preparation | Behavioral Analysis | Client Assessment | Classroom Assistance | Lesson Planning
| Data Management | Administrative Support | Client Interviewing | Task Coordination

Technical Skills:

Power BI | Data Analysis | Social Work Software | Database Management | Reporting Tools | Data Entry | Google Workspace
| Online Communication Tools | Microsoft Office (Excel, PowerPoint, Microsoft Word, Microsoft Outlook)

Languages

- English | Arabic