AFNAN SAMEER

+966561933425 • afnan-sameer222@hotmail.com

WORK HISTORY

EDUCATION

Diploma degrees of Medical Secretary, 01/2024
Numo Higher Center for Training and Education/ Yanbu

Bachler's degree of English Languages and Translation, 01/2017
University of Tabuk

REFERENCES

- Dr. Ayman Kasem, OR Department Head, Prince Sultan Armed Forces Hospital, 0594371800, Aymankasem20@hotmail.com
- Mariam ALRashide, Head Nurse of Specialize Clinics, Prince Sultan Armed Forces Hospital, 0553378749
- Maha ALGhuifer, Head Nurse of Ophthalmology Division, King Salman Armed Forces Hospital, 0536653733
- Mohamed Khaled Sabur, Director of Specialize Clinics, Prince Sultan Armed Forces Hospital, 0500031600, mkm-sabur@hotmail.com

COURSES

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27 February 2023 Basic Life Support (CPR and AED) Program from Pince Sultan Hospital Life Support Centre.
01/11/2019 til 02/02/2020 Medical Terminology from King Salman Armed Forces Hospital, Tabuk.
01 February 2020 Infection Control of King Salman Armed Forces Hospital,
Tabuk.
04/11/2018 til 15/11/2018 Executive Secretary and Ofice Management for 06 hours of training
14/03/2017lit 190/32/019 TOTraining for 3h0ours of training.

SKILLS

- Medical Records
- Transcribe and type medical reports
- Maintain appointment schedules.
- Data Entry
- Medical Terminology
- Ability to handle confidential patient formation.
- Patients Charts
- Receives official telephone calls and makes official calls as requested.

EXPERIENCES

OR Coordinator, 01/2023 - 07/2023
Prince Sultan Armed Forces Hospital - Madina

- Receive patient from the clinic to give detailed information about the pre operation assessment, surgery, and post operation
- Check approvals and follow up the in-progress cases to get approval and update clinic nurse and patients
- Coordinate with Nurse for booking of the surgery
- Arrange pre-operation appointment (laboratory, Radiology and cardiology if needed) by informing patients about pre operation requirements
- Arrange and coordinate with Anaesthesia Department for patient anaesthesia for evaluation
- Communicate patient's family about admission office requirements
- Check Post Operation appointment to be confirmed to prevent any disarrangement appointment list for post op appointment to be send from inpatient
- Coordinate with doctors for procedure refer to the patient
- Call patients to check if they decided to do the surgery or not
- Find out the reasons for delaying and cancelling the surgery and work on these reasons
- Inform clinic nurse for any agreed cases to prepare the needed file and send approval
- Review approvals for undecided cases as weekly basis
- Check if the patient signs the consent to be aware about each procedure and give a proper answer for those patients whose asking for any query.

Nursing Interpreter, 11/2019 - 02/2020
King Salman Armed Forces Hospital

- Interprets medical / nursing instructions to patients and their families
- Assist with discharge procedure, including discharge instructions
- Interprets between Arabic speaking patients and relatives and non-Arabic speaking staff, including all forms of interpretation patient care related, patient education or general explanatory nature.

ACHIEVEMENTS

- 2023, Accomplished quality improvement project in the Operations Coordination Department.
- certified trainer with a training license from the General Organization for Technical and Vocational Training. I trained nearly 200 hours of training in the medical terminology field