

Name: Tahani hussain Al-Shumrani.

Age: 30.

Statues: Single.

Nationality: S.

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Education:

1. High school certificated.
2. IPA Diploma in Hosp. Admin.
3. Training course in King Faisal Specialist Hospital.
4. Attending a lot of courses during my work in KKESH.
5. Have a Certificate from International London College in Developing webs, apps and games.
6. I am also studying IT in SEU

Experience:

1. Trained at King Faisal Specialist Hosp. for 1 month.
2. Worked in KKESH for 5 years.
3. Worked as secretary in SHC for 2 and half years.
4. Working in KAAUH as Admin Assistant.

Career goals:

- 1- Planning, organizing and supervising the company's general activities in collaboration with management employees.
- 2- Managing human resources.
- 3- Determining the needs in manpower, equipment and supplies.
- 4- Representing the company towards the clients, the public and organizations.
- 5- Seeing to the development of company policies, standards and rules.
- 6- Establishing goals for the development and improvement of the products and services quality.
- 7- Implementing an efficient management system to ensure the best company performance possible.
- 8- To Achieve my goal and to be IT professional

Skills summery:

- 1- Knowledge in computer science.
- 2- Able to work with others in proficiency.
- 3- Good emption and improve one self.
- 4- Good knowledge of Japanese language.
- 5- Good knowledge in English language.

Job skills:

- 1- Concerned about improving the quality of products and services.
- 2- Concerned about managing the company well.
- 3- Concerned about the company's smooth operations
- 4- Expertise in the private or public fields (private corporation, government agency, Crown corporation, hospital, school, bank, etc.
- 5- Good sense of organization.
- 6- Great skills for researching and preparing reports.

Technical skills:

- 1- Microsoft Excel.
- 2- Microsoft Access.
- 3- Microsoft PowerPoint.
- 4- Microsoft word.