

Tahani Ahmed Al Khamis

EMBA – MANAGMENT INFORMATION SYSTEM

Contact

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Languages

- Arabic
- English (Fluent)

Summary

- A highly equipped Administrative Assistant have a Master degree of EMBA (MIS) & Bachelor of Business Administration.
- +7 years experience in performing a variety of administrative and staff support duties for a different departments, which require a range of knowledge and skills of organizational procedures and policies.
- Directing and assisting visitors.
- Resolving administrative problems and inquiries.
- Composing, editing, proofreading correspondence, reports and preparing a range of administrative documents.

Skill Highlights

- Profound database management skills (MS Access).
- Project managements (Primavera P6 & MS Project Program)
- Organizing, coordination and planning.
- Research and analysis.
- Business Development Electronically.
- Training.
- Type more than 50 words in 1 minute in English & Arabic.
- Innovative.
- Teamwork and delegation.
- Flexibility and efficiency.
- Excellent ability to make administrative/procedural decisions and judgments.
- Customer service.
- Good communication (written and verbal).
- Prioritization and problem-solving.
- Strong decision maker.

Experience

Administrative Assistant: 2012 – up to date.

Imam Abdulrahman Bin Faisal, Dammam

- Project management and maintain optimal workflow.
- Develop the work procedures and quality from paperwork to electronic.
- Provide services for the client.
- Coordination between departments and units working in solving administrative and operational problems daily.
- Schedule and coordinate meetings, interviews, events and other similar activities.
- Research and identification of key data sources and database management.

Administrative Secretary: 2010 - 2012

King Abdulaziz Airbase Hospital

- External & Internal communication.
- Collect and analyze statistical data and generate reports.

Medical Secretary: 2008 - 2010

King Fahd Hospital of the University, AlKhobar

- Work organizing & its policy

Education

- **Master of EMBA (MIS)** – 2019, Jeddah University (GPA 4.52).
- **Bachelor of Business Management**, 2014, King Faisal University (GPA 3.5).
- **Diploma of Medical Secretary and Transcription**, 2008, King Faisal University.

Master Research Title

An Analytical Study of the Quality Ingredients in the Electronic Government Applications.

(Quality Ingredients in Absher System of the Ministry of Interior).

Training & Courses

- Administration & Development–Digital Smartic Camp, 2020.
- Digital Marketing –Digital Smartic Camp, 2020.
- Build & Manage Team–Continuing Education Center at IAU, 2020.
- Continuous Improvement Strategy Continuing Education Center at IAU, 2020.
- Building an Effective Organization Culture – Ethrai, 2020.
- Admin Coordination – Ethrai, 2020.
- Preparing Reports – Ethrai, 2020.
- Oracle" Primavera P6 – Engineering Tracks, 2020.
- Internet of Things Rawaq, 2020.
- PMP course – Engineering Tracks, 2020.
- Administrative Competencies and Institutional Development Strategy- Saudi Society for Quality, 2016.
- "Leadership Skills" University o Dammam, 2012.
- "Workshop on “Communication Skills in Health Professional Education” – King Faisal University, 2009.
- English Language – British Council, 2008.

Activities & Volunteering

- First Meeting of Departments Heads (Practices and Experiences), 2019 – Attendee.
- The Annual Graduation Ceremony of the University, 2019 & 2013 –Attendee & Participate.
- 12th Advanced Technologies in Dentistry & Dental Education, 2015 – Participate.
- The Ceremony of Surpasses, Deanship of Students Affairs, Dammam University, 2015 & 2014– Participate.
- 11th Annual Symposium "Dentistry in Saudi Arabia: Future Challenges", Dammam University, 2013 –Attendee & Participate.
- "10th Dentistry Symposium: Dentistry in the Evidence – Based Practice Era – Dammam University, 2013 –Attendee & Participate.
- "10th Dentistry Symposium: Dentistry in the Evidence – Based Practice Era", Dammam University, 2012G - Participate.
- "3rd KFHu Radiology Symposium–Part 1/ Part 2" – King Fahd Hospital of the University, 2010 –Attendee& Participate.
- "4th FESS (Functional Endoscopic Sinus Surgery" - King Fahd Hospital of the University, 2009 – Attendee.
- "1st International Otology Conference in Eastern Province", King Fahd Hospital of the University, 2009 – Attendee & Participate.