

Shuruq Hindi Al-Johani

Administrative

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Saudi Arabia

SUMMARY

I am a business management graduate with hands-on experience in quality control, financial analysis, and performance evaluation. I developed strong skills in Excel, dashboards, and reporting during my Tamheer training. I also gained exposure to budgeting and financial systems at Dammam Medical Hospital. I am passionate about process improvement, data analysis, and driving operational efficiency.

EXPERIENCE

Tamheer Program - Quality Management | Saudi Arabia

Trainee | 6 Months.

- Monitored and ensured compliance with quality standards and operational procedures.
- Created and maintained Excel-based reports and interactive dashboards.
- Analyzed employee performance data to support evaluations and continuous improvement initiatives.
- Conducted performance assessments and compiled insights to assist in decision-making processes.
- Supported the development of quality assurance procedures and internal documentation audits.
- Identified areas of inefficiency and proposed data-driven solutions to enhance overall productivity.

Dammam Medical Hospital | Saudi Arabia

Trainee in the Finance Department | 2 Months.

- Budgeting, cost analysis, and revenue cycle management.
- Financial data analysis and reporting techniques to support decision-making processes and improve financial performance.
- Improve my administrative skills, such as organization, time management, and communication.
- Master financial software tools, such as accounting software, and electronic health records (EHR) systems.

EDUCATION

Taibah University | Saudi Arabia

Bachelor's Degree in Business Management | GPA | 3.83 / 5 | June 2023.

- Utilize analytical skills to assess business processes and identify areas for improvement.
- Experience in various departments such as operations, marketing, finance, and human resources.
- Drive revenue growth by building relationships with clients and understanding their needs.
- Oversee daily operations, streamline processes, and manage resources effectively.

University of North Florida | USA

Certificate of completion of the English language program | December 2021.

- Intermediate proficiency in English.
- Basic understanding of grammar, vocabulary, and pronunciation.
- Ability to engage in simple conversations and comprehend written material.

OTHER

● Certifications & Courses:

- Microsoft PowerPoint Program | Hadaf.
- Executive Secretarial Series | Hadaf.
- Introduction to Human Resources Tasks | Hadaf.
- Product Management | Hadaf.
- Design Thinking | Hadaf.
- Entrepreneurial Mindset and Crisis Management | Hadaf.
- Property Insurance | Hadaf.
- Business Continuity and Crisis Recovery | Hadaf.
- Insurance Representative | Hadaf..

● Technical Skills:

- Microsoft Office Suite.
- Calendar Management.
- Data Entry and Analysis.
- Document Management.
- Project Management Tools.
- Financial Software.
- Communication Tools.
- Dashboard Skills.
- Excel Skills.
- Customer Relationship Management.

● Soft Skills:

- Ability to make strategic decisions.
- Problem-solving skills.
- Continuous learning and adaptability.
- Time-management skills.
- Collaboration and Teamwork.
- Strong leadership skills.
- Develop and apply effective counseling techniques.
- Flexibility and adaptability.

● Languages: Arabic, English (Intermediate).