

ABDULLAH ALASMARI

My Contact

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Riyadh, Saudi Arabia

Saudi

Skills

Effective Communication Skills.
Problem solving.
Data Analysis and Reporting.
Team Collaboration.
Multitasking and Organizational.
Technical Competence.

Certificates

- * Executive Leadership - Dar AlRuua.
- * Project management for Supervisors - General Entertainment Authority.
- * Public relations and ceremonies - Ministry of Tourism.
- * The Future of Work Fundamentals - Misk Academy.
- * Executive Leadership - Linked in.
- * Time Management - HRDF.
- * Stress Management in the Workplace - HRDF.
- * Smart work Ethics - HRDF.
- * Leadership Essential - HRDF.
- * Self-Management - HRDF.
- * Key Negotiations Skills - HRDF.
- * Mistakes Threaten the Growth of leading Companies- HRDF.
- * Customer Relationship Management and Entrepreneurs- HRDF.
- * Executive Assistant Series - HRDF.
- * Teamwork and Communication Skills - HRDF.
- * Introduction to Strategic Planning for Human Resources- HRDF.
- * Creative Thinking Skills - HRDF.
- * The Importance of Data Science and Artificial Intelligence - HRDF.
- * Strategic Thinking - Human Resources Development Fund.
- * Project Management Professional (PMP)
- * Knowledge Steps Training Office.
- * Effective team leadership - SBAHC.
- * Outstanding Performance Certificate - SBAHC.
- * Excellent in customer service - SBAHC.
- * Communication Skills for healthcare professionals - SBAHC.

About Me

As a passionate and aspiring Team Leader, I am eager to embark on my journey in the dynamic world of Project management and coordination. With a strong foundation in project management principle and a dedication to continuous learning, I am committed to driving successful project outcomes through effective leadership, collaboration, and attention to detail.

Professional Experience

Almansour medical Complex

Managing Director:

from 01/10/2023 till now

- My responsibility is to develop and train employees.
- Work discipline and customer care.
- preparing daily, weekly and monthly reports.
- Business development and coordination with external companies.
- Regular meeting with employees and government agencies.
- Work to increase income and follow up shortcomings and improve it.
- Effective communication with clients.
- Improve the satisfaction plan.

Sultan Bin Abdulaziz Humanitarian City (SBAHC)

Chairman of the pre-admissions Committee and Eligibility Supervisor

2007 - 2019

Key responsibilities:

- Leading the department team, training employees, following up on their performance on a daily, weekly, and monthly basis, and preparing a monthly report for each employee to increase productivity, reward the outstanding, encourage the ineffective employee, and leading him to become an efficient team member.
- Develop Project Concept and Maintain Optimal Workflow.
- Coordinating meetings with officials from Aramco, MOH and MOI.
- Making Reviewing and Sorting Cases reports.
- Suggest budgets and improvements based on the above information.

Syahya National Company for Tourism

Projects Coordinator

2004 - 2007

Key responsibilities:

- Provide Project Assistant services.
- Assisting in managing Projects budget.
- Operate Activities related to the project Independently.
- Daily Communication and Coordination.

Al Hammadi Hospitals

Receptionist

2003 - 2004

Key responsibilities:

- Clients Appointments Booking and Organizing.
- Assisting and helping the clients by leading them to the right departments.

Education Background

King Khaled University

Diploma in English Language 2003

British council

English Language 2020