



Hossam A. AlGhamdi

📍 Saudi Arabia

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👤 Single

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🇸🇦 Saudi

📄 Objective

Seeking a challenging position in a competitive environment where I can use my best abilities, and to be an asset to the organization, which has potential for better prospects in the future.

🎓 Education

Yanbu University College, Bachelor Management Information Systems, GPA 3.11 out of 4.00	2013 – 2018 Yanbu, KSA
University of Duisburg-Essen at Germany, <i>Associate's degree, Integrated Business Process with SAP ERP</i>	01/2016 – 05/2016 Germany

📁 Experience

Projects Coordinator, King Abdulaziz University Responsible for ensuring the schedule, budget and details of a given task are well organized. <ul style="list-style-type: none">• Participate in project design meetings and propose improvements if necessary.• Evaluate potential problems and technical hitches and develop solutions.• Plan and manage team goals, project schedules and new information.• Supervise current projects and coordinate all team members to keep workflow on track.• Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored.• Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails.• Communicate with clients to identify and define project requirements, scope and objectives.• Adhere to budget by monitoring expenses and implementing cost-saving measures.	01/2022 – present
Reception Supervisor, Yanbu National Hospital Supervision of all reception staff and associated functions, ensuring all functions are carried out in accordance with agreed procedures, protocols and time-scales, and reporting to the practice manager as necessary. Promote a harmonious and professional atmosphere in this public facing role.	2020 – 2021
Teacher & Designer, Alhadeethah Company Assigning homework, grading tests, documenting progress and keeping up with parent communication. Create visual text and imagery concepts, using computer software, to communicate ideas that inspire, inform, or captivate consumers.	2019 – 2020

Responsible for implementing workflow procedures based on direction from the company's General Manager.

Skills

- Management & Leadership skills
- Analytics Skills
- Creativity and passionately at work
- Writing Formal Letters & Reports
- Highly Strategic Planner & Organizer
- Problem Solver
- Self-Discipline, Self-Motivated, Self-Development
- Teamwork Skills

Language

- Arabic
- English

Projects

Automated manual Forms, Samref Company 2018

Establishing Medical Application, Samref Company 2018

Cooperative Training

Trainee in Samref company, Technical DEPT, Information Technology, SAP Group.

- SAP BASIS.
- SAP ABAP
- SAP Customization.
- Back up Database.
- Troubleshooting.

Courses

- **Enterprise Resource Planing.**
- **Fundamentals of SAP.**
- **Office and secretarial administration.**
- **Employee Engagement how to measure it.**
- **Disaster & Crisis Management.**
- **Infection Control.**
- **Community health volunteering.**

Computer Skills

- **Dealing with ERP Systems.**
- **MS office: Excel, Access, Project and Visio.**
- **Professional Designer using Photoshop.**
- **Visual Basic.**
- **Websites Administration.**