

Fahad Alshamma

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About me

As a holder of a bachelor's degree in business Administration. I have considerable scientific and practical experience in both administrative and technical fields. I have worked in many organizations and gained valuable experience, skills and knowledge. With over eight years of experience in diverse professional roles. I am committed to pursuing excellence always.

PROFESSIONAL EXPERIENCE

Saudi Arabia, Bisha (07/2021 – 05/2024)
Senior administrative affairs specialist, E-health department, Scientific & medical equipment house company

- Follow-up and coordination of work between departments and administrative activities
- Manage files and documents, prepare messages, periodic reports and agendas
- Work on the **OMS** system and the **Q-system** and **OASIS** system and **ORACEL**
- User support, user training on systems and medical data management
- Training trainees and volunteers and continuously monitoring and evaluating their progress

Saudi Arabia, Bisha (12/2023 – 04/2024)
Human resources specialist, Human resources department, Mishkat association (Part-time)

- Working on the **RAFED** system for managing associations
- Create a complete file with all the required files, data, and documents of the employees
- Developing, and organizing various administrative templates, contracts, and reports
- Work on salary marches, employment forms and volunteering platform
- Supervising the training and development plans of employees

Saudi Arabia, Bisha (11/2019 – 07/2021)
Admin assistant, E-health department, Sraco Company

- Preparing documents and reports, scheduling meetings and appointments
- Full supervision of maintenance requests and follow-up of their closure
- Work on the trainees ' files and documents and follow them up periodically

Saudi Arabia, Bisha (03/2015 – 11/2019)
Administrative assistant, Administrative and financial management, Amasi hotel

- Follow-up the daily, weekly, monthly, and Yearly closing of the financial business
- Front office management and integrated administrative coordination
- Manage bookings and handle invoices and payments

EDUCATION

- BSc, Business Administration – BBA, from Bisha University - 2015 to 2019

CERTIFICATIONS

- | | |
|---|-----------|
| • Human Resources Program – monshaat Academy | 01 – 2024 |
| • International Accounting Standards – Accrual accounting | 07 – 2023 |
| • Financial sustainability – Udacity platform | 06 – 2023 |
| • Project management – Droob platform | 06 – 2022 |
| • Problem solving and decision making – University of bisha | 03 – 2019 |
| • Principles of computers and the internet - Institute alkhaleej | 12 – 2012 |

SKILLS

- Leadership, technical skills, management skills, problem solving, teamwork, Responsibility
- Self-learning and development, high discipline, analytical skills, communication skills