

ABDULKAREM AL-ANAZI

Lecturer at King Saud University
College of Business Administration
Department: Public Administration
Office (282)

Email: aalshamlani@kus.edu.sa
aalshamlani@hotmail.com

QUALIFICATIONS

MPA candidate with strong interests in HR Management, Business Development and Educational Consultancy Services, having 10 Years of Experience in administrative management positions. Very focused and hardworking, a demonstrated team player, yet equally effective when working alone. Very versatile and a fast learner.

SPECIALIZED SKILLS

- **Analytical Skills**
 - Strong Analytic and problems solving skills using modules and statistical software packages
 - Extensive project management experience in statistics and data presentation (SPSS & E-views)
- **Communication Skills**
 - Fluent in Arabic, English and can effectively correspond orally and in writing
 - Public speaking skills was acquired through tutoring, leadership positions and class presentations
- **Computer and Software Skills**
 - Familiarity with Windows, Mac environment, Hardware connectivity
 - Comfortable with Financial e-business softwares and Microsoft office package and applications (Word, Excel, PowerPoint, Access etc.)
- **People Skills**
 - Versatile in building teams and collaborating with members to achieve targets
 - Dedicated myself to life-long learning and mentoring while giving back to the community

ACCOMPLISHMENTS

King Saud University, Riyadh, Saudi Arabia

2009–2011

Teaching Assistant

- Assist in teaching several public administration classes including Modern Management in Public Administration, Public Management Theory, and Local Management
- Offered advisory services to students with special needs
- Undertook data collection and synthesis for my immediate supervisor
- Assisted in class registering and regular performance evaluation of students
- Ensured peer-mentoring programs and social events
- Ensured the execution of research projects for my professors

King Saud University, Riyadh, Saudi Arabia

2008–2009

Assistant Administrator for Student Affairs

- Ensured that all information, both written and oral, concerning the departmental activities is always treated confidentially
- Provided post student support by ensuring that customers know relevant contact points in cases of service failures and claims resolution for extraordinary issues
- Performed research and data analysis for the department
- Leveraged internal and external financial and economic data to build winning strategies between the university authorities and students

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- Offered advisory and counseling services on student affairs and coordinated social events and activities

ACCOMPLISHMENTS (cont.)

Riyadh Public Hospital, Riyadh, Saudi Arabia

2004–2007

Administrative Assistant

- Used QuickBooks accounting software to generate reports on valued added tax (VAT) receipts, vouchers, etc.
- Developed and maintained a payroll and inventory system using MS Excel and Access
- Redesigned data entry routes to increase efficiency and achieved 11% reduction in operating costs
- Implemented a web-based capital expenditure authorization database
- Assisted in reviewing the salary structure for the company
- Performed and received confirmations of account receivables.

Riyadh Public Hospital, Riyadh, Saudi Arabia

2001–2004

Patient Affairs Assistant

- Recorded and determined the nature of customer's request
- Resolved incidents and ensured good customer service
- Interacted with customers, including recording, categorizing, classifying, resolving, and closing customers
- Determined supportability and dispatched calls accordingly
- Performed and received confirmations of account receivables
- Performed administrative services including photocopying, faxing, scanning and word processing

TRAININGS, SEMINARS AND CONFERENCES

- Health College Seminar, "Fundamentals of Office Management", Dammam, Saudi Arabia, 2009.
- King Saud University Seminar, "Student Orientation and Training Skills", Riyadh, Saudi Arabia, 2009.
- King Saud University Conference, "Week of Quality and Academic Accreditation", Riyadh, Saudi Arabia, 2009.
- United Arabian Center for Training & Development, "Photo Reading and Analysis", Riyadh, Saudi Arabia, 2009.
- United Arabian Center for Training & Development, "How to Utilize your Abilities as Professionals", Riyadh, Saudi Arabia, 2006.

EDUCATION

The University of Akron, Akron, Ohio

Fall, 2012

Concentration: Master of Public Administration

King Saud University, Riyadh, Saudi Arabia

Aug, 2007

Concentration: Bachelors of Arts in Public Administration