**Academic Degrees:**

  2002 | Major: Health and Hospital Administration

Degree: Master of Business Administration, College of Administrative Sciences

          King Saud University-Riyadh, Saudi Arabia

**Work History and Administrative Tasks:**

2014-now | Lecturer at the of the Health Science Department, Collage of Applied Science and Community Services, King Saud University,

2009- -2014 | Vice Director of the Health Science Department- College of Applied Science and Community Services, King Saud University

2005 -2009 | Coordinator for the Medical Assisting department, Collage of Applied Science and Community Services, King Saud University , Saudi Arabia

2002 | Lecturer at the of the Health Science Department, Collage of Applied Science and Community Services, King Saud University

**Teaching Experience:**

Hospital Statistics MRT (1106)-

Organizing of Healthcare services MRT (1105)-

Legal aspects of Medical services MRT (1206) -

- Coding and Index Systems MRT (1202)

Selected Topics in Medical Records MRT (1208)-

Planning & Designing of Medical Records Department MRT (1210)-

Principle of Medical secretary MAA (1101)-

Health Insurance MAA (1222)-

Total Quality Management MRT (1211) -

**Membership in Academic and Consulting Committees:**

**Council:**

Member in the Health Science Department Board Council

**Committees:**

- Member in the Improvement and Quality committee

- Member in the Student Rights committee

- Member in the Students Exam committee

- Member in the Students Academic Advising committee

- Member in the Students Activities committee

-Member in the Education Programs

-Member in the Program and Institutional

- Member in the Student cases committee

- Member in the Students Disciplining committee

**Attending certified programs:**

-تطبيقات التحسين المستمر لتحسين بيئةالعمل (كايزن)ومركز مجموعة الرواد العالمية للتدريب- (15 ساعة تدريبية) في الفترة

11-13/8/1438 , اعتماد المؤسسة العامة للتدريب التقني و المهني

-Defining Your Leadership Style,Webner 18, King Saud University.1-3-2017

- Ebrary Academic Complete , Saudi Digital Library ,2-12-2015

-Taylor and Francis eBooks, Saudi Digital Library ,25-11-2015

-Passport Database Training , Saudi Digital Library ,17-11-2015

-CABI, Saudi Digital Library ,15-11-2015

-SAGE Knowledge eBooks, Saudi Digital Library ,11-11-2015

-Royal Society of Medicine Journals , Saudi Digital Library ,10-11-2015

-UpToDate –EBNI to Answer Clinical Questions, Saudi Digital Library ,9-11-2015

-Springer eBooks and Springer Link , Saudi Digital Library ,4-11-2015

-Springer Link Journals and eBook Training, Saudi Digital Library ,3-11-2015

-BMJ, Saudi Digital Library ,3-11-2015

-Safari Books Online Training , Saudi Digital Library ,2-11-2015

-ASKZAD, Saudi Digital Library ,1-11-2015

-Introduction to New Elgar Online , Saudi Digital Library ,26-10-2015

-IEEE ,Saudi Digital Library ,25-10-2015

-اعداد الاستبيان , المكتبة السعودية الرقمية ,25-10-2015

-استخدام قاعدة المعرفة الرقيمة , المكتبة السعودية الرقمية ,25-10-2015

-Clinical Key Nursing and Clinical Skills Mosby’s, Saudi Digital Library ,19-10-2015

-UpToDate, Saudi Digital Library ,13-10-2015

-WEB of Science Training Webinar Thomson Reuters ,The Intellectual Property and Science Department , Saudi Digital Library ,Dec-1 -2014

-Endnote Online Training Webinar , Saudi Digital Library ,Dec-10-2014

-Researcher ID.com Training, Saudi Digital Library ,Dec-16-2014

-How to get Published, Saudi Digital Library ,Dec-16-2014

-Springer eProducts Training Course, Saudi Digital Library ,Dec-27-2014

-"توصيف المقررات و الخبرة الميدانية "(12 ساعة تدريبية) ,3-4 رجب 1436, الهيئة الوطنية للتقويم و الاعتمادالاكاديمي

- *“New Insights for Innovative Leadership”*, 21-22\4\2013, King Saud University

*-“Analyzing Data with SPS”*, 17-18\3\2013 , King Saud University

*-“Statistical Analysis using SPSS”,* 25-27\2\2013, King Saud University.

*-“Smart Class Room*”, 13\12\2012 , King Saud University

*-“ Elluminate Live”* 5\12\2012 , King Saud University

*-“Learning Based Brainstorming”* 12-13\10\2012 , King Saud University

*“Learning Management Systems*” 11-12\1\2012, King Saud University-

*-“Self Study Preparation According to the* [*Council on Occupational Education*](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=5&ved=0CE0QFjAE&url=http%3A%2F%2Fwww.council.org%2F&ei=N6jpUc_4COXa4QSbt4HYCg&usg=AFQjCNGvsxwebBu7ms3mnR9LIB48s4Mb0Q&sig2=s_pQOh-rstqqf24FsLw8KA&bvm=bv.49478099,d.bGE) *(COE)”* 11\3\2012, Quality Deanship, King Saud University.

- “The Scientific Approach for writing Dissertation”, 19-21\2\2011 , King Saud University

*-“Effective Presentation Skills*” 25-26\10\2010, King Saud University

- *“Parametric and Non-Parametric tests using SPSS”* 7-9\11\2009 , king Saud University.

*-“Preparing data using SPSS*” 26-28\10\2009 , King Saud University.

- Certificate of participation in the *“Japanese Language Course for Beginners*”

On behalf of prince sultan university, college of women and the embassy of japan, February-March 2012

- “*Certificate Japanese Learning*” -Edo Cultural Center, Japan, from July 2-15, 2011

**Participation in Conference and Other Activities:**

- “*Application of the National Commission for Academic Assessment and Accreditation (NCAAA)”,* 8\1\2011, College of Applied Studies and Community Services, King Saud University

*-“King Saud University Academic Programs and Achieving the Beneficiaries* R*equirements*”. 2\11\2010, King Saud University

- *“The Strategic Plan of the College o f Applied Studies and Community Services”,* 26\10\2010 King Saud University.

*-“Department Specifications and Reports According to the* [*Council on Occupational**Education*](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=5&ved=0CE0QFjAE&url=http%3A%2F%2Fwww.council.org%2F&ei=N6jpUc_4COXa4QSbt4HYCg&usg=AFQjCNGvsxwebBu7ms3mnR9LIB48s4Mb0Q&sig2=s_pQOh-rstqqf24FsLw8KA&bvm=bv.49478099,d.bGE) *(COE) and the National Commission for Academic Assessment and Accreditation (NCAAA)”,* 8\1\2011, College of Applied Studies and Community Services, King Saud University

*-“National Commission for Academic Assessment and Accreditation (NCAAA) standards*”, 10\10\2010, College of Applied Studies and Community Services, King Saud University.

- *“Structure of Faculties, Reality and Ambition*”, 7-8\10\2010, King Saud University

-“Breast Cancer Awareness”, College of Applied Studies and Community Services, 12\10\2009 , King Saud University.

*-“Open Day Events and Scientific Conference for the Health Science Departmen*t”, 2008 College of Applied Studies and Community services, King Saud University.

**Publication:**

الاختزال و التشفير , ا.د جبريل بن حسن العريشي , د.الفت عطية سالم , أمل عبدالعزيز النصرالله ,الدار المنهجية للنشر و التوزيع,عمان ,الاردن

**Training:**

- Three Months Trainee at King Abdul-Aziz Medical City-king Fahad Hospital- Riyadh -2002

**Skills:**

-Communication - Leadership - Planning, -Organizing -Coordinating

- Team working -Persuading - Negotiating  **-** Training - Commitment

**Language:**

Arabic - English