



RAMLAH A. ALALI

POSTGRADUATE EDUCATION OFFICER

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966562393113

BACHELOR DEGREE IN SPECIAL EDUCATION

King Faisal University | 2015- 2016

GPA: 4.4 out of 5

PROFESSIONAL SUMMARY

I am known for being Diplomatic and having personable characteristics, highly organized, self-motivated, and a team leader. I rely on my five years of experience to provide professional and interpersonal service and seeking to gain further experience.

SKILLS

- Team Leader.
- Acting and Writing Skills.
- Problem-solving and Decision Makong.
- Art of public speaking and diction.
- Microsoft Office Programs: Word, Excel, PowerPoint.

PROFESSIONAL EXPERIENCE

Post Graduate & Scholarship Officer

Almoosa Specialist Hospital | MAR 2020 - Present

- Responsible for issuing Financial bills and receiving payments.
- Manage Medical Students, Nursing Students, Residents, Fellows, and External Interns entry.
- Act as liaison between the Program Director and a full range of internal and external offices and individuals.
- Administer the ONE45 Residency Management System for the program in compliance with Saudi Commission for Health Specialties SCFH policies and procedures.
- Apply and Maintain Saudi Commission for Health Specialties SCFH Programs Accreditation/Reaccreditation.
- Manage departmental advertisements by acting as designer and Master of Ceremonies MC.
- Manage annual events such as ASH Summer Training Programs.

Receptionist

Kayan Medical Center | 2015- 2017

- Receiving and directing customers as required.
- Assisting the administrative and secretary in their duties.
- Making appointment reservation.
- Printing billing receipts.

Teacher

Twelfth Primary School | 2015- 2015

- Preparing and designing individual educational programs for those with difficulty.
- Conducting assessments and evaluations to identify students with learning difficulties.
- Providing academic assistance to those with difficulties through the resource room.
- Adopting students' issues and representing them in school.
- Developing students' senses facilitates the acquisition of different experiences and knowledge.
- Cooperating with student advisors to educate their parents about the related issues.
- Spreading awareness related to disabilities among society members.

CONTRIBUTION

Master of Ceremony (MC)

- Health Academy Graduation Ceremony | 2022
- Ash summer training program teamwork hands-on Workshop | 2022
- Residents' Graduation and Welcoming Ceremony | 2022
- Ash summer training program teamwork hands-on workshop | 2021
- Presenter of Rewaq Club book session | 2021
- Residents' Graduation and Welcoming Ceremony | 2021
- social media designing and advertising (@academicalmoosa) | 2020

MEDIA CONTRIBUTION

in Awareness Videos & Talk Videos

- ASH Summer Training Program Published in **AUG** 2023.



- ASH Summer Training Program Video Published in **AUG** 2022.



- Almoosa Specialist Hospital Health Awareness Day Video Published in **APR** 2021.



- ASH Residents' Graduation Video Published in **OCT** 2021.



WORKSHOPS/COURSES

The Art of Acting and Improvisation

Saudi Arabian Society for Culture and Arts (SASCA) AUG 2023

Lean Six Sigma workshop

almoosa specialist hospital OCT 2020

Design Thinking Basics workshop

Almoosa Specialist Hospital SEP 2020

canva design workshop

Almoosa Specialist Hospital SEP 2020

Personal Types and Styles

Cisco WebEx MAY 2020

The Power of Change

Cisco WebEx MAY 2020

Concentration Skills

Cisco WebEx MAY 2020

Self-management and crisis investment

Cisco WebEx MAY 2020

Optimism Wellness and Happiness

Cisco WebEx MAY 2020

Medical Emergencies & How to Deal With it

Cisco WebEx MAY 2020

INTERESTS& HOBIES

- Traveling.
- Writing.
- Sports.
- Photography.
- Acting.

REWARDS

Best Employee of the Month

Almoosa Specialist Hospital 2023

Best Employee of the Month

Kayan Medical Center 2016

Best Employee of the Month

Almoosa Specialist Hospital 2022