

NAHED A. ALOTHMAN

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SKILLS

Budgeting

Strategic Planning

Effective Time Control

Creative Problem-Solving

Public Speech

Efficiency Under Pressure

Critical Thinking

Health Insurance

Management

Revenue Cycle

Training

Microsoft Office

INTERESTS

Reading

Podcasting

Speech

writing Articles

WORK EXPERIENCE

MEDICAL LIBRARY MANAGER

King Khaled Eye Specialist Hospital (KKESH) | 08. 2015 - present

BOARD MEMBER

Saudi Society of Health Administration(SSHA)| 07. 2020 - 07.2024

MEDICAL LIBRARY SPECIALIST

King Fahad Medical City (KFMC) | 12.2013 - 07.2015

CLAIM EXECUTIVE

al Tawuniya Insurance Company | 01.2011 - 12.2013

TEACHER AND LIBRARIAN

Master in Health and Hospital Administration

Private Schools | 11.2007 - 07.2010

EDUCATION

Master in Health and Hospital Admin - Health Insurance

King Saud University - 2019

Diploma In networking

Al-faisal International Academy -2006

Bachelor's in Library and Information Science

Al-imam Mohammed bin Saud University -2003

CERTIFICATE OF ATTNDENCE

- Executive Leadership - Technical and Vocational training Corporation and GOOSTA -2020
- Global leadership Transformation - SSHA - 2019
- 3rd SSHA conference - 2019
- Importance of Wellness for leadership - KKESH learning and development

CERTIFICATE OF APPRECIATION

- As Speaker in Research Day 2019, Pearl and Pitfalls for Ophthalmic researchers - KKESH- 2019
- Volunteering in Cornea Transplant and Cornea Donation Campaign - KKESH - 2019

LANGUAGE

Arabic

English

PROJECTS

- Presenting as trainer Course **“knowledge management”** online under supervision of Academic Affairs and Training of the Ministry of Health 2020

CERTIFICATION

- TRATEGY AND BUSINESS PLANNING (C-SBP) PROFESSIONAL THE KPI INSTITUTE • 2021 - CN:05070511-2116-CSBP1
- Insurance Foundation Certificate Exam (IFCE) Institute of Banking • 2011
- International Computer Driving License - ICDL - 2006 License NO: KSA 040014694
- IELTS -Overall Band score 6 - 2015

COURSES

- Certified CEO Professional training diploma - Cambridge Training College Britain and IBS training Academy - 2023
- Course Lead auditor for ISO 9001 quality management - Technical and vocational training corporation-2023
- Course Agile Development Specialization - Ivory Training - 2022
- Course Non-Profit Organization Managing - Ivory Training - 2022
- Course Certified Executive Manager (CME) - King Abdul-Aziz University -2022
- Course Revenues Cycle Management - Ivory Training - 2021
- Course Health Care Risk Management - Ivory Training - 2020
- Course Executive Leadership Program - Global Office of Senior Training Academy (GOOSTA) 2020
- Course TOT - Technical and vocational training corporation-2020
- Course Training Strategy - Technical and vocational training corporation-2020
- Course Change Management CCMP - Technical and vocational training corporation-2020
- Course Managing organizational excellence and achieving administrative quality - EuroMatech -2018
- Course Operational planning - Ayas Training Center -2015
- Course Time Management - Creative Pioneering -2014
- Course Tawuniya Skill Set for distribution & Strategic Business Units” - The Institute of Banking - 2012

RECOMENDATION LETTERS

- Ms. Haifa Al-Drak Customer Care Manager at Tawuniya Insurance Company
- Mr. Nizamuddin Ansari - Claim Manager PY/EN/CA Tawuniya Insurance Company
- Mrs. Fatimah Al-Ahmari Chairperson of Health science Library at King Fahad Medical City (KFMC)