

MASHAEL ALHAZMI

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SUMMARY

I recently graduated from a medical records diploma and I have a bachelor's degree in journalism and media. I volunteered in the hospital to gain some experience and skills.

WORK EXPERIENCE

Aug 2022 -Mar 2023

- I volunteered at the university hospital in the city of Jazan, and I also trained. I worked in the medical records department, sorting and keeping files, secretarial work, transporting patients to another hospital, entering vaccine data into the system. I designed a paper form to fill out the patient's data in the file and fill out a form for staff permissions.
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EDUCATION

Mar 2023

Diploma in medical records

Jazan University

Aug 2019

Bachelor of Journalism and Media

Jazan University

COURSES AND SKILLS

- Proficiency in Arabic and English
- Using the computer and all its programs
- Speed and accuracy in getting the work done
- A course in quality concepts in health care
- Course in Introduction to Cybersecurity
- Information security course
- A course in cybersecurity and technology
- A course in the social media content industry