

Weam Abdulfattah Bakhit

PERSONAL:

- ❖ Date of Birth: 10-12-1984
- ❖ Gender: Female
- ❖ Nationality: Saudi
- ❖ Home Phone: 009662-6586483
- ❖ Cell Phone :00966506693090
- ❖ Email: Weam.Bakhit@gmail.com

EDUCATION:

- ❖ MSc. International Business Management Sep. 2014 from Glasgow Caledonian University/United Kingdom.
- ❖ BSc. public Administration (Health & Hospital Administration) May 2007 from King Abdul Aziz University (KAAU)/Saudi Arabia.

EXPERIENCE:

- ❖ King Faisal Specialist Hospital And Research Centre from Nov 2007 till Apr 2011
 - Amb care Rep II Appointment & Admission.
 - Out patients clinics.
 - Endoscopy unit.
 - Renal Dialysis unit.
 - Hospital Assistant II at Cardiac Catheterization Laboratory.

Training:

- ❖ Training Job (one month) 2007, Bugshan Hospital co, Reception, Secretary and Human Resource Department.
- ❖ Summer Training (3 weeks) 2005, King Faisal Specialist Hospital & Research Center – Jeddah – Patient Affairs Department.
- ❖ Summer Training (two month) 2004, Saudi German Hospital Group – Jeddah – Health Administration Department and Human Resource Department.
- ❖ Public relation for Specialists Course.
- ❖ Art of Presentation Course.
- ❖ First Aid Course.
- ❖ Quality Management System (ISO) Course.
- ❖ Heart Saver Course 2011.

- ❖ Prepare Professional Trainer.
- ❖ Management Development Workshop.

Career - Related Skills

- ❖ Computer knowledge: Microsoft Office, Keyboarding English and Arabic, Internet.
- ❖ Language:
 - Arabic: Fluent written and spoken
 - English: proficient written and spoken.

Professional Skills:

- ❖ Leadership, teamwork, time manage.
- ❖ Strength:
 - Ability to work under stress.
 - Ability to work independently and as an effective team member.
 - Able to learn new tasks quickly.
 - Performance Appraisal Skills Workshop 2014 from Glasgow Caledonian University.

Appreciations:

- ❖ Saudi German Hospital Group.
- ❖ King Faisal Specialist Hospital & Research Center.

Social Activities:

- ❖ Team leader for Orphans events.
- ❖ One of the judges in Miss African Scotland 2014.

The Owner of three brands:

- ❖ Weam's, fashion products.
- ❖ Wise Junior, Kids Program
- ❖ Edona Ma'ahom, Volunteering event.

Wise Junior Curriculums:

- ❖ Feelings and Awareness, Success and Skills, Beliefs, Ethics and Morals, Etiquette and Manners, Social and Relationship Skills and Traits, Health and sport, Hobbies, Gratitude,