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Objective

Seeking an opportunity to work in an organization where I can gain new knowledge and sharpen my skills in Business Administration. I consider myself an ambitious, dedicated, and independent individual.

Education

- Jeddah International College
Executive Master of Business Administration (MBA)
Graduated with first-class honors in 2023.
- King Abdulaziz University, Jeddah
Bachelor's Degree in Hospital Management, 2016.

Licenses & Certifications

Certified as a Healthcare Professional by the Saudi Commission for Health Specialties.

Work History

- **Plan B Co. (April 2024 – November 2024)**
Director of Human Resources and Administrative Affairs:
 - Assisted new employees, prepared documents and contracts, managed salaries, leaves, and rewards, and followed up on employee performance.
 - Developed and updated company policies on HR, safety, and health protection.
 - Organized and documented internal/external meetings and maintained employee records.
- **Vision Medical College in Jeddah (August 2016 – April 2024)**
- **Administrative Supervisor for Student Affairs (2016–2019):**
 - Assisted patients and updated internal policies for HR and safety.
- **Administrative Manager of Clinics Medical Unit (2019–2024):**
 - Followed up with patients and ensured document availability.

Achievements & Training

- Trained at King Faisal Specialist Hospital with recommendations from the Government Relations and Treatment Eligibility Departments.
- Cardiac Pulmonary Resuscitation Certification from Ejada Center.
- Certificate of Appreciation from King Abdulaziz University.

Courses

- Business Management Professional (CBP) Course (New Horizon):
- Administrative Leadership, Customer Service, Business Behavior, Business Communications, Sales.
- Human Resources Planning Course, 2020.
- Pressure Management & Meeting Management Course, 2020.
- Introduction to HR Tasks, 2020.
- Laws of Persuasion and Influence Course, 2020.

Languages

- Arabic: Native
- English: Intermediate

Technical Skills

- Microsoft Office, Excel, PowerPoint.

Personal Skills

- Team spirit and ability to work independently.
- Effective communication and problem-solving skills.