



MARYAM ALYAMMAHI

ADMINISTRATIVE ASSISTANT

PROFILE

Administrative Assistant with over 2 years of experience providing administrative support to over 100 staff members and interfacing with facility management and IT. I possess strong multi-tasking skills, with ability to simultaneously manage several projects and schedules. Excellent public-facing point person for clients, customers, vendors and equipment and service providers. Tech savvy and efficiency focused.

CONTACT

m.7.s@live.com

050-2421244

Sharjah, UAE

LANGUAGES

Arabic (Native)

English

References are available upon request.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

SHARJAH INSTITUTE FOR MEDICAL RESEARCH, UNIVERSITY OF SHARJAH

September 2018-Present

TRAINEE- ICD-10 CODING

AL-FALAH MILITARY HOSPITAL, SHARJAH

April 2016- May 2016

TRAINEE-HEALTH INFORMATION MANAGEMENT

AL-QASIMI HOSPITAL, SHARJAH

February 2015- May 2015

TRAINEE-ADMINISTRATION

KUWAIT HOSPITAL, SHARJAH

September 2014- December 2014

EDUCATION

MASTER OF BUSINESS ADMINISTRATION - STRATEGIC LEADERSHIP AND MANAGEMENT (CGPA 4/4)

SKYLINE UNIVERSITY COLLEGES

December 2020

BACHELOR OF APPLIED SCIENCE IN HEALTH INFORMATION MANAGEMENT (CGPA 3.72/4)

HIGHER COLLEGES OF TECHNOLOGY

May 2017

ACHIEVEMENTS

Awarded by HH Shaikha Fatima Bint Mubarak for academic excellence. April 2018

Awarded best student of HIM in academic excellence. November 2016

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • MS Office Suite
• Ability to work collaboratively as part of a team • Problem Solving • Leadership • Meticulous attention to detail • Excellent Organizational skills