

# REMAS ABDULSALAM

## English Language

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### SUMMARY

Detail-oriented and proactive English graduate with a strong foundation in administration, documentation, and process optimization. Experienced in supervising programs, ensuring compliance with standards, and supporting data accuracy and integrity. Passionate about quality control, continuous improvement, and maintaining operational excellence.

### WORK EXPERIENCE

Presidency of the College of Languages and Translation Club – King Khalid University

Aug 2024 → Jan 2025

- Supervised and implemented innovative programs to enhance students' skill development and societal roles.
- Established partnerships with public sector organizations to promote academic and community engagement through impactful events.
- Orchestrated over 200 volunteer hours within five months, driving high-impact initiatives that benefited the student community.
- Fostered cross-departmental collaborations, ensuring seamless execution of creative and effective projects.

Medical Records Management Training - Asir Health Cluster

Jan 2025 → Mar 2025

- Gained hands-on experience in organizing, updating, and maintaining medical records accurately and efficiently.
- Utilized electronic health record (EHR) systems to manage patient data securely.
- Ensured compliance with healthcare regulations, privacy, and confidentiality standards.
- Assisted in streamlining administrative workflows and collaborated with healthcare staff to support record-keeping processes.

### EDUCATION

Jan 2021 → Jan 2025

Bachelor's Degree in English Language at King Khalid University, with a **GPA of 4.67/5 (Second-Class Honors)**.

### CERTIFICATIONS & TRAINING

- International Marketing and Implementation Course – Yonsei University.
- English Language for Business course – King Khalid University
- People and Soft Skills Assessment-IBM

### SKILLS

- Microsoft Office (Word, Excel, PowerPoint).
- Leadership and process coordination.
- Communication and Collaboration.
- Quality Assurance & Compliance Awareness.
- Problem-solving and strategic thinking.