

FATIMAH A. AL HAIKI

BUSINESS ADMINISTRATION

PROFESSIONAL SUMMARY

Business Administration graduate with experience managing operations in environments that require precision and quick decision-making. Skilled in improving administrative systems and enhancing operational efficiency through organized and analytical approaches. Seeking an opportunity to apply my management expertise and achieve tangible results in the administrative field.

CONTACT

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WORK EXPERIENCE

Critical Care & ER Nurse – Ministry of Health, 2012 – 2022

- Provided urgent care and critical support for high-acuity patients, ensuring rapid decision-making in life-threatening scenarios.
- Led coordination between emergency departments and ICU units for patient transitions, enhancing workflow efficiency.
- Managed shift schedules, prioritized cases, and maintained precise documentation under intense pressure.
- Collaborated with multidisciplinary teams to implement safety protocols and operational improvements.
- Trained new nursing staff on hospital systems, documentation standards, and emergency procedures.
- Tracked treatment progress, and reported to supervising physicians and administrators.
- Participated in internal audits and contributed to improving administrative processes in emergency care delivery.

ACADEMIC HISTORY

Arab Open University 2019 – 2022

Bachelor of Business Administration – Administrative Systems Track

- GPA: 3.44 / 4.00

International Academy for Health Sciences 2009 – 2011

Diploma in Nursing

- GPA: 4.08 / 5.00

CORE COMPETENCIES

- Communication & Interpersonal Skills
- Team Coordination
- Crisis & Time Management
- Schedule Planning
- Workflow Optimization
- Reporting & Digital Documentation
- Problem Solving