

Hashim Al Hashim

Certified Health Administrator

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Professional Summary

Certified Healthcare Administration Specialist with proven organizational skills and hands-on experience in administration, HR, and finance. Strong background in hospital operations, regulatory compliance, and public health campaigns. Experienced both in Saudi Arabia and the U.S. with a passion for community-focused healthcare services.

Education

Kent State University, Kent, OH

Bachelor of Science in Healthcare Administration, Jan 2015 – May 2020

Relevant Courses: Principles of Management, Public Relations, Healthcare Ethics, Healthcare Policy/Delivery Systems

Professional Experience

Lateen Clinic — Administrative & HR Manager / Financial Manager

Aug 2023 – Present

- Managed staff schedules, government certifications, complaints, and office operations
- Led payroll, budget planning, VAT submissions, and financial reports

Tamheer Program — Public Health Specialist (On-the-Job Training)

Jan 2023 – Jun 2023

- Supported hospital administration and graduate development projects

Ravenna Hospital, Ravenna OH, USA — Transporting/Lab Runner

May 2021 – Dec 2021

- Transported patients and lab samples, handled deliveries, and assisted cancer lab

Foundation/University Hospitals, Ravenna, OH, USA — Assistant to Executive Director

Jan 2020 – Mar 2020

- Helped organize a public health campaign, contacted local businesses, and distributed AEDs
- Managed a database for Portage County health initiatives

Skills

- Team Leadership
- Report Writing
- Financial Management
- Problem Solving
- Governmental Compliance
- Research & Analysis
- Attention to Detail
- Work Under Pressure

Languages

- Arabic: Native
- English: Fluent