

Ohood Thabet

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Nationality: Palestinian
Year of Birth: 1990

Career Objective

To be a value-adding member in an organization where I can bring forth Innovative ideas and analytical approach. An extremely fast learner and well excel and develop in my field. Personally, I always keep room for improvements to accommodate growth.

Education and Training

Education and Degree

Diploma of Healthcare Management. 2017

Cambridge/ Training College Britain, Ras Al-Khaimah, United Arab Emirates

Bachelor of Business Administration. Specialization in Hospital and Healthcare Management. 2016

Modern Institute of Management (MIM)- Cornerstone University, Ras Al-Khaimah, United Arab Emirates

National Diploma (BTEC) in Health and Social Care. 2012

Sharjah Institute of Technology, Sharjah, United Arab Emirates

Total Quality Management Certification. 2014

Expert Rating Global Certification, Dubai, United Arab Emirates

Training and Certificates

- Fire & Safety. 2017	Ministry of Health & Prevention, Dubai, UAE
- Infection Control training. 2017	Ministry of Health & Prevention, Dubai, UAE
- Facility Management & Safety. 2017	Ministry of Health & Prevention, Dubai, UAE
- 3D Management Skills. 2016	Sheikh Khalifa Hospital, Ras Al-Khaimah, UAE
- Concept of Excellence. 2015	Sheikh Khalifa Hospital, Ajman, UAE
- Joint Commission International Accreditation (JCIA) Standards. 2013	Sheikh Khalifa Hospital, Ajman, UAE
- Initiatives & Institutional Standards of Excellence. 2013	Sheikh Khalifa Hospital, Ajman, UAE
- Patient Safety. 2013	Ministry of Health, Dubai, UAE
- Excellence Standard Course. 2012	Medical District, Ajman, UAE
- Internship. 2010	Royal Hospital, Sharjah, UAE

Expertise and Skills

Summary of Strength

- Experienced and focused Administrator and Health & Safety Coordinator.
- Work as Project manager, team leader or independently.
- Strong personal skills, conflicts management and resolution process.
- Efficient and enjoy working on multiple projects and tasks simultaneously.
- Excellent management and communication skills with medical and executive teams.
- Organize periodical staff meetings to discuss issues, project initiatives, and action plans.
- Excellent situation analysis and timely problem resolving in a fast-paced environment.
- Able to worked under challenging, stressed conditions & overtime hours.
- Strong vendors' management skills.
- Long experience in delivering Health and Safety Administrative support and services to various Government entities.
- Activities planning and execution effectively.
- Organization, Critical thinking, Active listening, Self-care and Cultural competence.
- Dealing with multi-cultural nationalities. Ability to identify and understand another person's experience and point of view.
- Friendly customer service, and good experience in people management.

Technical Expertise

- Microsoft Enterprise products, (MS Office, MS project, MS Visio, etc.)
- Wareed (Ministry of Health reporting system)

Awards

- Certificate for Excellent Communication & Service with patients – 2016
Sheikh Khalifa Hospital Ajman, United Arab Emirates

Professional Experience

Sanitation Supervisor / HR Officer Sama American School

2019 – 2020
Sharjah, United Arab Emirates.

- Developing training program school staff and students about Hand Hygiene practice.
- Designing and implementing sanitation policies and protocols.
- Working as HR officer appointing new employees.
- Ordering inventory and overseeing materials.
- Creating work schedules for the sanitation team, (locations, absence, shifts, salaries).
- Periodical deep cleaning and total sterilization for the whole facility.
- Performing daily inspection of the school hygiene and reporting any irregularities.
- Implementing corrective actions to ensure compliance with regulatory authorities.
- Monitoring the preparation and usage of cleaning chemicals according to the situation and location required.
- Organizing monthly sanitation team meeting to discuss work activities (complaints, shortages, progress).
- Presenting daily report to the school management about the cleaning team attendance discipline performance.
- Setting teacher assistants schedule and duty classes.

Infection Control & Safety Coordinator / Supportive Services Al Qassimi Woman and Children Hospital

2017 - 2019
Sharjah, United Arab Emirates.

- Managing the relation with the recruitment agencies of the outsource staff (Pharmacy, Security, Clerk, Laundry).
- Daily rounds to ensure the staff safety practice. And advising and lead employees on various safety-related topics.
- Immediate reporting infectious cases to the Medical District.
- Daily following up infectious cases in the isolation ward and keep reporting until the patient discharged.
- Monthly report to the Medical District of the required staff salaries.
- Preparing educational seminars and webinars on a regular basis.
- Reviewing existing policies and procedures and updating it in periodically. Insuring adheres to rules and regulations.
- Preparing weekly Infection Control Awareness classes for the hospital staff in groups.
- Presenting quarterly reports and statistics to hospital management in the form of diagrams and data sheets.
- Interviewing and evaluating of new employees (clerks and security).
- Conducting risk assessment & enforcing preventative measures.
- Preparing and presenting reports on incidents, violations and determine causes.
- Oversee workplace repair, installations and any other work that could harm employees' safety.
- Weekly rounds ensuring the facility safety.
- Participating and organizing for the national occasions and celebrations.

Quality and Academic Administrator Sheikh Khalifa Hospital

2012 - 2016
Dubai, United Arab Emirates.

- Managing quality assurance programs.
- Weekly round on the hospital safety.
- Making surveys of (staff and customer) satisfaction.
- Customer and services management.
- Translate documents, Arabic to English and the opposite.
- Collecting the payment and expenses data and presenting it for the Statistic Office.
- Preparing timely and accurate documentation of patient visits.
- Filled up many positions in the early time in my employment till I refined myself in my domain.
- Organize, control and coordinate services as per the hospital board regulations.
- Organizing Internship programs schedules for the intern medical undergraduate students.
- Serving as a liaison among governing boards, medical staff and department managers.
- Secretary for the hospital director office (temporary filled).
- Member of Admin, Quality, Safety, Maintenance, Activities and Academic Affairs committees.

Hobbies:

Books Reading, Computer Gaming, Sport Activities, Long Drives/Traveling, Singing