

# NAHED YOUSEF ALI

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🏠: Khobar , Eastern Province, Alazizyah – Alsheraa District.

## EDUCATION:

- ❖ Alqadesiah College / Pharmacy (Diploma) , Amman .Jordon - June 1995
- ❖ Albassam Institute / Computer Applications Course , Dammam KSA – June 1997
- ❖ Administration Secretary , Khobar – KSA , August 1997

## WORK HISTORY:

### MACHS - Mohammed Al-Mana College for Medical Sciences

#### Administrative Assistant in Quality Department

16 April 2020- 10 December 2020

- Develop and implement quality improvement activities and policies.
- Fulfill documentation and reporting requirements for the Quality Management program.
- Develop educational materials.
- Determine if program is achieving its goals.
- Develop performance improvement targets for quality, service, and efficiency.
- Implement systems to ensure that services conform to regulatory requirement.
- Assist with quality control audits.

#### Training Unit Coordinator

- Coordinate with hospitals and medical centers for training
- Prepare training schedule according to Department syllabus
- Follow up with hospital regarding training process and approval
- Assess training needs for new and existing trainees
- Identify internal and external training programs
- Organize, develop or source training programs to meet specific training needs
- Develop training aids such as manuals and handbooks
- Inform trainees about training date, time and location.
- Track training status and maintain trainees records
- Handle logistics for training activities including venues and equipment's.
- Establish and maintain relationships with external training suppliers
- Coordinate training activities for trainees
- Taking meeting minutes and distribute it to all committee members to sign it
- Archiving files according to file subjects and description

### **Community Services Units Coordinator :**

- Recommend and assist in the implementation of goals objective; establish schedules for providing community oriented services; implement policies and procedures
- Prioritize assigned projects to effectively meet critical deadline
- Prepare information materials including flyers , brochure and schedules of events
- Provide information within the area of assigned ; resolve complaints in an efficient and timely manner
- Respond to public inquires according to their needs.
- Participate in the preparation and administration of assigned program budget.
- Maintain awareness of new developments in the field of community services.
- Order program supplies for special events and materials needed.
- Taking meeting minutes and distribute it to all committee members to sign it.
- Archiving files according to file subjects and description

### **CME (Continuing Medical Education) Coordinator**

- Coordinate with advertising company to issue symposium advertisement such as banner, roll-up and brochure.
- Coordinate with restaurants for event refreshments and snacks.
- Prepare symposium materials such as folders, agenda , audience ID , notebook and handbook.
- Distribute symposium material to all audience before entering the auditorium.
- Checking the auditorium audiovisual equipment with speakers if it is working properly with the presence of IT technician for support.
- Prepare attendance certificates for attendees, organizers and speakers.
- Distribute symposium survey before and after the event for quality department.
- Entering survey data in a database.
- Taking meeting minutes and distribute it to all committee members to sign it
- Archiving files according to file subjects and description

### **MACHS - Mohammed Al-Mana College for Medical Sciences**

- **Administrative Assistant in Clinical Laboratory Sciences. 10/2015 -4 / 2020**
- **Executive Secretary in Dean's Office - 12/ 2014- 10/ 2015**
- **Foundation Year Preparation Coordinator & Building Supervisor -11/ 2012-12/ 2014**

**Al-Mana Health Institute : Administrative Assistant for Faculty - 10/2004 -10/2011**

**Al-Mana General Hospital - Secretary -02/1999 - 10 / 2004**

## Seminars, Symposiums, Conferences &workshops Attended

Month-Year	Description	Country
December 15,2019	Access workshop - Almana College for Medical Sciences	K.S.A,Al-Khobar
December 4,2019	Excel Workshop – Almana College for Medical Sciences	K.S.A, Al-Khobar
February,2007	“Teamwork : A closer Look - Mohammed Almana College of Health Science.	K.S.A, Al-Khobar
September,2006	“Effective schooling and Education”, “The restructuring movement in education”, “Bloom’s Taxonomy of Cognitive Skills”, “Evaluation of Educational Software and websites”, and “Howard Gardner’s Theory of Multiple intelligences”, Mohammed Almana College of Health Science.	K.S.A, Al-Khobar
May,2006	“Teaching Methodology” McGraw Hill Cooperation and Elemia Bookstore.	K.S.A, Al-Khobar
April,2006	“Teaching Methodology” McGraw Hill Cooperation and Elemia Bookstore.	K.S.A, Al-Khobar

## LANGUAGE :

Arabic and English

## COMPUTER SKILLS :

- Microsoft Word , Excel & PowerPoint
- Typing skills (Arabic – English )
- Outlook mail and Calendar

## SKILLS:

- Teamwork and hard working
- Strong communication skills
- Time management