



MAMDOUH MOHMED HASSAN

Current Address : Prince Naïf Abdul-Aziz Al Etisalat, Dammam, K.S.A
Contact Number : 0594401244 - 0544688906
Email Address : tito_dj_79@hotmail.com

EDUCATION:

Degree : Bachelor of Social Work
Qualification : Higher Institute of Social Work Egypt- Mansoura.
Address : Mansoura City-Egypt
Completion Date : 1999 – 2003

WORK HISTORY:

Name of Hospital : Al Faraby Medical Center
Address : Prince Naïf Bin Abdul-Aziz Rd. Al Etisalat Dammam, Saudi Arabia
Position : GM Secretary, HR Officer and coordinator
Duration of Employment : December 10, 2016– Until now

Job Responsibilities

- **Secretary Responsibilities**

- 1- Organizing the dates of meetings and official visits
- 2- Organize files, documents, and records
- 3- Receive phone calls and emails
- 4- Welcoming the guests
- 5- Preparing meeting and conference rooms
- 6- Attending meetings and preparing reports summarizing the results of the course and decisions of the meeting

HR Responsibilities

- **Ministry of Health:**

- 1- Issue, renew and cancel License to practice the profession
- 2- Recruitment of labor inspection supervisor
- 3- Hire a medical director of Hospital
- 4- Malaria licenses and virus testing for laboratory specialists
- 5- Roaming letter for medical staff
- 6- Follow-up circulars issued by the health and sent to the departments concerned.

- **Saudi Commission for Health Specialties:**

- 1- Issuing, renew the professional classification certificate and the professional registration certificate
- 2- Coordinate and ensure the validity of documents through Dataflow
- 3- Coordinate and work on the completion of the procedures of the prometric exam

- **Cars**

- 1- Issuing and renewing the insurance policy for the company's cars
- 2- Renewal of the company's car license
- 3- Supervise the renewal of the motor vehicles periodic inspection
- 4- Follow up in the event of an accident and complete all procedures with the insurance company





- **Other services:**

- 1- Responsible for issuing and renewing policy against Medical Malpractice Insurance
- 2- Responsible for Stamp design for medical staff
- 3- Responsible for attendance and departure staff
- 4- Supervision of all devices fingerprint attendance

Name of Hospital : Dr. Fakhry & Al Rajhi Hospital
Address : Shamalia, Al Khobar Saudi Arabia
Position : Service registration
Duration of Employment : 2012 – 2016

Name of Hospital : Jubail National Dispensary
Address : Prince Sultan Street, Al Jubail
Position : Receptionist
Duration of Employment : 2010- 2012

Skills:

- Word 
- Excel 
- Communication 
- Decision making 

LANGUAGES :

Arabic : Basic
English : Good

PERSONAL DETAILS:

Date of Birth : October 01, 1979
Gender : Male.
Nationality : Egyptian
Religion : Muslim
Marital Status : Married