

CARRICULUM VITAE

REEM HUSNI SULIMAN RAJAB

- **Personal Information:**

- **Name:** Reem Husni Sulaiman Rajab
- **Marital status:** Married
- **Nationality:** Jordanian
- **Date of Birth:** 12/11/1976
- **Place of Birth:** Kuwait
- **Address at Jordan:** Zarqa.
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- **E-MAIL:** reem_rajab@yahoo.com
- **Transferable Saudi visa.**

- **Education:**

- B.Sc. Degree in Pharmaceutical Sciences, awarded on June-1999 from Applied Science University, Amman-Jordan.
- High School Diploma on June 1994 from Rahmeh School, Zarqa-Jordan.

- **Experience:**

Starting By Most Recent Work...

- o Joining at **king Abdullah Medical City (Specialist Hospital)** at Holly Capital since 13/2/2010 to 26/10/2019 (10 years) as **supervisor of oncology outpatient pharmacy**. And there was great challenge to set up and run Outpatient pharmacy, Satellite OPD Oncology pharmacy, I & initiate Inpatient pharmacy services, Drug Information Center, Narcotic Room, IV Room in **(Specialist Hospital)** which is 500 beds capacity & one of three new hospitals will be included in **king Abdullah Medical City** located in Holly Capital Makkah.
- o Working at **Saad Specialist Hospital (SSH)** in Al-Khobar, KSA, since 15/7/2005 until 15/7/2009 (four years). My primary responsibility was **Outpatient Charge Pharmacy**, and here, totally different work conditions were met. SSH is a 560 bed hospital that is affiliated with some of the most prominent health care institutions in the world such as **JCIA, CCHSA,** and **ACHSI** accreditations & **CAP** Laboratory Accreditation, Also SSH is an associate member at the American Hospital Association, has memberships at **UDSMR** (Uniform Data System for Medical Rehabilitation) & member at **AABB** (The American Association of Blood Banks, **AACR** (The American Association of Respiratory Care) & finally member at **DAMAS** (The Dental Appliance Manufacturers Audi Scheme). It provides its services to wide variety of patient types through advanced techniques, organized by policies and procedures that govern each staff work. Our outpatient pharmacy was one of **EIGHT** patient dispensing and counseling windows, each provided with computer of advanced pharmacy program that profile all patient information and visits, separate private environment for patient counseling about the medications, their precautions on administration, and possible adverse effects that may occur. For any referral or extra discussion, separate counseling rooms are set up with all required patient education tools, along with continuous covering from patient education team, all composed from highly qualified pharmacists. Dispensing cycle include receiving the patient prescription, reviewing its medications against his computerized profile for possible duplication, interaction, allergy, then to prepare his

medications, labeling them by means of medication name and dose, route of administration and frequency, as well as patient name and number.

- Joining the ***Discharge Planning Team*** since **27/10/2007** at Saad Specialist Hospital (SSH) as **(Pharmacist/Discharge Planner)** who is responsible to co-ordinate and direct the health care team (multidisciplinary team) in the implementation and evaluation of an individual discharge plan for each patient. To improve departmental communication and aid the discharge of patients with multiple needs. To examine the discharge process and suggest possible solutions.

- Working at ***Dr. Soliman Fakeh Hospital*** at Jeddah (Kingdom of Saudi Arabia) for six months at the Outpatient Pharmacy, which in turn expose me to new foreign market challenges, new vender protocols, as well as wide range of insurance companies.

- Working at ***public retail pharmacies*** since 1/8/1999 and until 1/1/2005, where our main experience were focused on dispensing medications by both generic and trade names, dealing with different pharmaceutical vendors and recognition of pharmacy inventory protocols, establish relationships with long term pharmacy patients, and to build up local database composed of patient profiles, which indicate clearly all patient details and his visiting schedules. Also, this experience enables me from dealing with wide variety of insurance companies, each with its unique covering protocol.

- **Skills:**
 - I have the ***Saudi Ministry of Health License***.
 - Highly motivated, ambitious and ready to fully devote for an interesting career with a team under pressure.
 - Good knowledge in various computer applications, including windows, office, and internet.

- o The ability to learn & operation pharmacy computer system (long experience with a lot of programs related to pharmacy daily services **HMIS, SIS, Super Rx, MEDICA PLUS, TRAKCARE**).
- o Fluent in English, in writing, Reading, and Speaking, plus the Arabic native language.
- o Communication & interpersonal skills, self starter & problem solver, strong analytical skills and interpersonal & relationship building skills, with the ability to work across all functions and vertically at all levels of the organization.
- o Ability to respond calmly, courteously and effectively in stress situation.
- o Able to collaborate with other, lead and work as a member of professional team
- o Have a Jordanian Car Driving License

- **Training Courses:**
 - o **JCI** (Joint Commission International Accreditation) Training courses. Tow courses at 2008
 - o **Saad Specialist Hospital** training courses: (Quality Control, Risk Management, Basic Life Support, Fire training, Infection Control).
 - o General Training period of 1400 hours at public retail pharmacies, as required per Ministry of health.
 - o Training course composed of 40 hours in the field of Clinical pharmacy & Therapeutics on drug monitoring at **AL-Basheer & Jordanian Hospital**.
 - o Satisfactorily completed the training program: "**Advanced in Contraceptive Technology**".

- **References:**

- o **1)** Dr. MohammedAlghanmi , KAMC Pharmacy director

Mobile: 00966 508222243

- o **2)** Dr. Emad Tashkendi , KAMC Oncology medical center director

Mobile: 00966 555290061

- o **3)** Dr. Wafaa Saad , KAMC Strategic Planning Director

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