

Nour Alsaadi

HEALTH ADMINISTRATION

📍 Dubai, United Arab Emirates

✉ noursaadi555@gmail.com

☎ (971)569755710

SUMMARY

Junior Health Administrator, bringing hands-on experience in quality management, health administration, and research. Skilled in auditing, quality control, and utilizing healthcare technologies gained through internships at Dubai Health Authority (DAH) and participation in academic and governmental research projects. Proven ability to manage workloads efficiently, enhance customer safety, and ensure compliance with UAE healthcare regulations.

I am eager to leverage my theoretical knowledge and practical experience in a dynamic healthcare setting.

EXPERIENCE

Internship in Health Management

Dubai Health Authority (DHA) - Dubai

Jan 2024 - March 2024

Internal training in health administration at the Dubai Health Authority and the Deaths and Births Department.

- Issuing and printing birth and death certificates following UAE law.
- Audit and quality review to evaluate employees in the department and set the error rate.

Quality Control

Hamdan Bin Mohammed Smart University (HBMSU) - Dubai

Sept 2023 - Dec 2023

- Reviewing and auditing professional and academic diploma curricula, amending them as needed, and developing quizzes.
- Ensuring the quality of distance learning lessons and resolving some technical errors.
- Attending diploma courses from various institutions, including the Ministry of Culture (Ajman), DEWA, and RTA, to ensure the quality and efficiency of educational processes.
- Communicated with students through various channels and registered them on the university website to ensure their access to online classes

EDUCATION

Hamdan Bin Mohammed Smart University - Dubai, United Arab Emirates.

- *Bachelor of Science in- Health Administration.* **2024**

Professional Certifications

Certificates of healthcare quality and patient safety from the IHI platform.

- A five-credit course with separate certificates on patient safety. **Oct 2023 - Nov 2023**
- A four-credit course with separate certificates on healthcare quality.

Volunteering

Volunteered in a research study on the indoor environment of buildings.

Dubai Municipality - Dubai

Aug 2023

- Communication team: Coordinating with individuals to implement procedures in their workplaces or homes.

SKILLS

- Effective workload management.
- Customer satisfaction and complaints management.
- Scheduling flexibility.
- Interpersonal skills.

LANGUAGES

English - Arabic

ADDITIONAL INFORMATION

Nationality: Syria

Date of birth: 10-01-2002