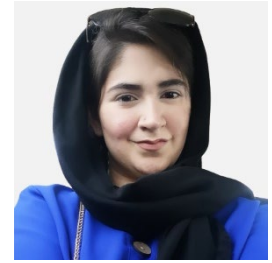


Sumaiya Shahid

Healthcare Administration and Research
+5 Year Experience



OBJECTIVE

With over five years of experience in healthcare management and research, I bring a proven track record of driving operational efficiency, leading cross-functional teams, and translating complex data into actionable strategies that enhance patient care and organizational performance. My background combines expertise in healthcare systems and evidence-based research and leading projects, enabling me to contribute meaningfully to both clinical and administrative environments. My expertise includes organizing training events for clinical hands on practice in parallel to my administrative skills.

SKILLS

Healthcare Administration
Customer Service
Communication and Presentation
Problem-solving
IT and Designing
Research and Development
Team Management
Workshop Organizing
Microsoft Expert
SPSS
Scopus – SCIVAL

EXPERIENCE

OCT 2022 - PRESENT

Research Assistant - Health Economics and Financing Research Group (HEFRG) | Research Institute for Medical and Health Sciences | University of Sharjah

- Promoted to lead administrative and research responsibilities for the Health Economics and Financing Research Group (HEFRG) under the supervision of *Dr. Amina Al Marzouqi, Vice Chancellor for Students and Branches Affairs, University of Sharjah.*
- Coordinating and organizing the admin activities and leading Research and related projects under Research Group (HEFRG).
- Responsible for the day-to-day administrative operations, team management, budgeting, designing Job Descriptions, advertisements, screening candidates and interviews for selection.
- Coordination with 16 national and international members to achieve Administrative + Research Group Objectives.
- Represented the research group at university-wide academic events, fostering visibility and collaboration, update record on Scopus - Scival.
- Managed research project lifecycles from initiation to completion, ensuring timely approvals and execution.
- Assist in organizing and delivery of Systematic Review-Meta Analysis Training Programs for International participants with collaboration from APOCP's (Asian Pacific Organization for Cancer Prevention).

JUNE 2024 - PRESENT

Operations Manager | AlMaqam Conferences and Seminar Organizing | Dubai

- Organizing and providing hands on training for pre-conference workshops for medical professionals on Perineal trauma repair, Episiotomy 1st and 2nd degree, anal sphincter repair for 3rd and 4th degree.
- Provide and organize 3D stimulator, anatomically accurate models for teaching and learning perineal suturing, mannequins, animal organs and tissue pads in various workshop and conferences
- Workshop set-up for over 50 obstetricians and gynecologist to practice and enhance professional skills.

ON-GOING RESEARCH PROJECTS

AS CO-AUTHOR

1. Childhood Obesity in United Arab Emirates – Timeline Review Paper
2. Child Obesity, whom to blame? - Family perspective.
3. Assessment of the implementation of Primary Health Care Services in UAE: An Exploratory Study.
4. The use of mobile technology to improve physical activity and reduce weight and type 2 DM in school-aged children in the UAE: an exploratory feasibility study.

ORGANIZED PROJECTS

1. 2 training programs for Systematic Review – Meta Analysis Training for local and International candidates.
2. Annual Poster designing and presentation for Health Economics and Financing Research Group Projects
3. Multiple medical professionals hands-on training workshops.

PERSONAL DETAILS

D.O.B: 1st April 1997

Visa Status: Residence Visa

Place of Residence: Dubai

Driving License: Valid UAE License

Languages: English/Urdu/Hindi

Workshops Organized and Executed at:

- 1) Pregnancy Summit with Latifa Women and Children Hospital and Chief Medical Officer (CMO)
- 2) 1st UAE International Midwifery Conference – Emirates Nursing Association (ENA)-Midwifery Society
- 3) 1st Perineal Trauma Repair Course – Clinical and Surgical Institute, University of Sharjah
- 4) 2nd perineal Trauma Repair Course - Clinical and Surgical Institute, University of Sharjah

JUNE 2021 - OCT 2023

Research Assistant - Primary Healthcare Project | Dept. of Health Services Administration | University of Sharjah

- Streamlined up to 90% of administrative duties for the Primary Healthcare research project in coordination with DHA/EHS/MOHAP/WHO.
- Completed research goals, literature reviews, structured tools, data collection, in depth data analysis for project on Primary Healthcare (PHC) centers in Dubai, Sharjah, and Ajman.
- My Patient Relations Skills increased customer participation by 90%.
- Interviewing Directors of PHC across UAE for research project.
- Writing research manuscripts and articles for publications.
- Running Research Projects under Faculty of HAS in coordination with American Hospital Dubai and Dubai Hospital.

MARCH 2021 – JUNE 2021

Medical Service Representative | SO-Check Preventive Wellbeing Platform

- Accelerated new customers (40% higher) and promoted and marketed the patient tests to encourage scans/explain report results/promoted and sold supplements.
- Maintaining Patient Medical Records of tests done by Oligoscan Device
- Feedback to patients on test results and description of report
- Introduced Nutritional Scan Device to medical provider clients.
- Promotion and Sales of Nutritional Supplements for patients
- Introducing organizational products and supplements to patients

DEC 2019 – MARCH 2020)

Patient Administrator- Internship | Al Qassimi Hospital for women and children

- Trained and proven skills at Customer Service/ Human Resources/Quality Dept./Support services. Appraised medical record and completed Rotations at all administrative departments of hospital.

EDUCATION

Bachelor of Sciences in Health Services Administration | University of Sharjah

(2016 – 2020) GPA 3.7, Highest achiever in courses such as Healthcare Planning, Practicum in Healthcare, Service Delivery, Patient Information Systems etc.

Higher Level Education (A-LEVEL-IGCSE) | Pristine Private School Dubai

(2012 – 2016) Cambridge International Advanced Level Qualification of A-Level/As-Level and IGCSE.

ACHIEVEMENTS

1. *1st Achiever of Primary Healthcare (PHC) study research approval in the Healthcare management department and data collection up to +400 participants from PHC-UAE*
2. *1st Arabic translation creation of Compendium of Physical Activities – UAE Culture based.*
3. *Highest Recognition in Professional Reports and Presentations in the department of Health Services Administration*
4. *Won Award for First Place Achievement at the Annual Research Forum of UOS- Department of Health Services Administration*
5. *As an Intern at Al Qassimi Hospital for Women and children, I demonstrated my professional skills and readily learnt through the platform, enabling me to progress my work independently at other departments.*
6. *Successfully Implemented the Research on 6 Projects from University of Sharjah*
7. *Completed 'The Hour Code,' course demonstrating and understanding concepts of Computer Science*

REFERENCES

Available upon request.