

# MORTEZA ESMAEILI

SHARJAH, UNITED ARAB EMIRATES

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## OBJECTIVE

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Dedicated professional seeking to contribute to a distinguished team by leveraging strong work ethic and commitment to the company's goals while enhancing personal growth and collaborating on successful projects.

## EDUCATION

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BACHELOR'S DEGREE IN MEDICAL DIAGNOSTIC IMAGING,  
UNIVERSITY OF SHARJAH

CERTIFIED REGISTERED CENTRAL SERVICE TECHNICIAN  
(CRCST)

TRAINING DIPLOMA IN QUALITY MANAGEMENT AND  
HEALTHCARE , TAMKEN TRAINING CENTER

RESEARCHES DIPLOMA IN QUALITY MANAGEMENT AND  
HEALTHCARE , CAMBRIDGE COLLEGE FOR POSTGRADUATE

## WORK EXPERIENCE

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### **July – August 2024 + 400 HOURS OF MEDICAL DEVICE REPROCESSING TRAINING IN DENTAL CLINICS**

- Adhering to standard protocols for infection control.
- Assisting the dentist with standard procedures.
- Preparing treatment rooms for procedures.
- Restocking supplies.
- Sterilizing dental instruments according to procedures.

### **FEBRUARY 2023 TO PRESENT – HAYYAN GENERAL TRADING MEDICAL SOLUTIONS PROVIDER**

#### **PRODUCT SPECIALIST / SALES / MEDICAL REPRESENTATIVE**

- Teach hospitals staff how to use our products and fixing any technical issues.
- Prepare presentations and brochures for products information.
- Meet doctors / biomedical engineers to explain and answer their questions regarding our products.

- Prepare FANR, ISO and other quality forms for the company.
- Help clinics and hospitals with their policies and licenses.
- Read and prepare the TLD reading reports.

**JANUARY 2019 TO JANUARY 2023 – ADAM VITAL HOSPITAL DUBAI**

**RADIOLOGY COORDINATOR/MANAGER.**

- Preparing the duty roster for the staff
- Updating the radiology KPI monthly
- Writing/Editing the radiology policy files
- Organize and make the JCI file and requirements for the department,.
- Update FANR sites and apply for needed paperwork.
- Revise and organize the DHA file and requirements for the department.
- Read the DOSIMETER for the staff and upload it to FANR site.
- Organize and supervise the yearly QC for the machines.
- Managing PPM schedule for the radiology department equipment.
- Execute the hospital radiation protection presentation as per FANR requirements.
- Fixing PACS issues and communicate with PACS engineers.
- Coordinate the communication between OPD/IP and radiology
- Train the hospital and cleaner staff on MRI and radiation safety procedures to avoid any accidents.
- Writing and translating radiology consent forms in Arabic and English
- Translating hospital legal documents, MOU and letters
- Revise and correct the procedures for the CPT codes.
- Communicate with the insurance team for expeditious service.
- Manage hazardous material inventory for radiology department.
- Guide visitors through the radiology department and give them information about the department and its services.

**HCA/RADIOLOGY COORDINATOR**

**HCA**

- Worked with Canon System (MRI AND CT)
- Worked with CARESTREAM XRAY MACHINE/PORTABLE
- Worked with GE C-ARM MACHINE
- Answering patient's calls and book appointments, admitting patients, explaining the procedure to patients.
- Assisting the radiologist with USG patients
- Preparing daily MRI appointments
- Sending reports and images to patients
- Uploading/ downloading images to and from PACS
- Managing the radiology departments consumables and contrast materials
- Assisting the in staff resolving issues with patient's
- Being the link between the doctors and radiology department for higher quality and accelerated service

## **JUNE 2010 TO DECEMBER 2018 – ALKHAIR ALUMINIUM WORKSHOP**

### **PROJECT SUPERVISOR**

- Coordinating with other construction managers or project managers to ensure that work is progressing on schedule
- Monitoring employees' work hours to ensure that they are working efficiently
- Communicating with other team members to ensure that all requirements are met
- Working with architects and engineers to ensure that construction plans are feasible and meet legal requirements
- Managing a team of subcontractors, suppliers, and other parties involved in the project.
- Ensures that all parties involved have a good understand of the quality standards that will be used in the project.
- Ensure the importance of developing and maintaining a safe working environment for the project team.

### SKILLS

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- Proficient in computer skills
- Management and supervision
- Quality and safety protocols
- Customer service
- Effective communication
- Time management and prioritization
- Ability to perform under pressure
- Love for learning and self-development

### LANGUAGES

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- Arabic, English ( fluent )
- Persian, Urdu ( a little )

### **References Upon Request**

- Mohamed Hijazi – Canon ME lead MRI 0503346600
- Dr.Anagha Mhatre – Quality manager 0555807662
- Jeffery dela cruz – Senior Quality officer 0544749126
- Raafat Abdulla – Senior Radiographer 0543651895
- Nabil Abou Reslan – Hayyan business development manager 0528791013