

Yaser M. Kattoah

CONTACT:-

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PROFESSIONAL SUMMARY:-

Management professional with a progressive experience of approx. 20 years. I have been a King Faisal Specialist Hospital & Research Centre member working in the kidney transplant Center, a huge healthcare provider accredited by international standards bodies employing 5000 employees. I am looking for an opportunity to work in an organization that needs well-knowledgeable, charismatic, and committed personnel, who understand the meaning of management and teach Savvy knowledge, I am sure that I will add more value to any position of my expertise and leave up the performance to excellence level.

SKILLS:-

- Computer skills
- Communication skills
- Management skills
- Team Player
- Critical thinking
- Leadership
- Decision making
- Problem - solving
- Innovation
- Creativity
- Time management
- Motivation
- Analytical thinking

AWARDS:-

Dean's List:-

- Spring 2015.

- Summer of 2015.

- Fall of 2015.

- Spring 2016.

- Fall of 2016.

- Travel Grant Award, ISODP 2007.

-Dean Scholar:-

- Fall 2015

EDUCATION:-

October 2020

Associate of Arts - **Project Management**

OXFORD Home stay center - ONLINE, London, United Kingdom

October 2020

Associate of Arts - **Leadership & Management**

OXFORD Home stay center - ONLINE, London, United Kingdom

September 2020

Associate of Arts - **Risk Management**

OXFORD Home stay center - ONLINE, London, united kingdom

December 2016

Bachelor of Arts - **Communication studies**

Robert Morris University, Moon Township,, PA, USA

September 2007

Associate of Science - **Transplant Procurement Management**

De university of Barcelona, Barcelona, Spain

July 1997

Associate of Science - **Hospital Administration and health service**

Chamber of Commerce and Industry, Makkah, Saudi Arabia

PUBLICATIONS:-

1- Analysis of Personal and Cultural Beliefs Related to Organ Donation in Saudi Arabia

2- Brain Death and the Extent of Acceptance of Donating Organs for the Brain-dead in the Arab Gulf Countries

3- Exploring Influencing Factors for the Wrong Decision from Kidney and Liver Failure Patients to Accept Organs Donation from Their Relatives

LANGUAGES:-

English - Fluent

Arabic – Native

COURSES AND CERTIFICATES:-

1. Administrative Innovation Program.

2. Advanced Diploma in Risk Management Diploma

4. Certified Professional in Health and Hospital Administration (CPHHA)

5. Change Management Program.

6. Communication Skills.

7. CPR Provider.

8. Data entry & Word Processing.

9. Effective Organizational Culture Program.

10. Effective Supervision.

11. Effective Teaching.

12. Effectual Humanitarian.

13. Executive Planning Program.

14. Health Education Management Program.

15. Health Information System Management Program (HISM).

16. Hospital Administration and Health Service Diploma.

18. Management under Work Pressure.

20. Problem Solving & Decision Making.

21. Project management Diploma.

22. Project management Program.

23. Quality Management in Health Organizations.

24. Skills of dealing with subordinates Program.

25. Teamwork building skills program.

26. Theater Training Diploma.

27. Time Management Program.

28. Total Quality Management Program (TQM).

EXPERIENCE:-

Army Force Hospital in ALHADA | ALHADA, TAIF, Saudi Arabia.

Administrative Coordinator

● July 2021 - Current

- Responsible for the procurement process, reviewing the appropriate information report of The procured organ and tissues from brain death donors in coordination with the Saudi Center of Organ Transplantation.
- Responsible for ensuring safe delivery of the kidney to the hospital.
- To act as a liaison between the transplant team and the Saudi Center of Organ Transplantation.
- Provide regular updates on all patients requiring and fit for transplantation.
- Responsible for obtaining and forwarding the complete uniform donor card to the Saudi Center of Organ Transplantation.
- Provide on-call service.

BAGEDO AND Dr.Erfan Hospital | Jeddah, JEDDAH, , Saudi Arabia.

Senior Executive Secretary

● October 2018 - July 2021

- Facilitated team meetings; created agendas.
- Supported CEO through personal document management, calendar
- review all contracts with the companies before sign by the CEO.
- confirm the request for supplies to be added to the hospital budget
- Organization and collateral
- Resolved complaints and issues.
- Preparation Group Meeting.
- Implement procedural and policy changes to improve operational efficiency.

Dar Alfekr international Privet School | Jeddah, Makkah, Saudi Arabia

Head of Activity Department

● January 2017 - June 2017

- Facilitated team meetings; created agendas.
- Plan and coordinate arrangements for Student
- Follow all contracts of service according to the role.
- updating all contracts according to the situation.
- Professional meetings and conferences.
- Making travel arrangements,
- Preparing itineraries, and compiling.
- Maintaining travel records and vouchers for all student

King Faisal Specialist Hospital and Research Center | Jeddah, Makkah, Saudi Arabia

Administrative Coordinator

● 2000 - February 2012

- Oversaw daily office operations for the dialysis center staff of 87 employees.
- review all the Companies' Contracts.
- Daily checking of all dialysis supplies.
- Scheduled surgeries for multiple surgeons and booked operating rooms for organ Transplantations.
- Managed executive calendar
- Recommended operational improvements based on tracking and analysis.
- Managed and updated donor information in databases.
- Researched questions and concerns from providers and provided detailed responses.

ACHIEVEMENTS:-

1. Nominees to represent Saudi Center for organ transplant and Donation (SCOT) in the Western region. 2005.
2. Founder of the 1st Arabic Radio broadcast in the USA, 2014.
3. Nominations for golden MIC as Best Radio Show in Special categories. 2015.
4. Best radio presenter at Robert Morris University 2015.
5. Best Poster in intersections undergraduate Research Conference 2016.
6. First Place Digital Literacy Award.2016.
7. Best student in the Communication Department at Robert Morris University.2015, 2016.

SEASONAL BUSINESS, HAJJ PERIOD:-

1. 1988 ministry of Hajj (Hajj guides) Hajj Terminal.
2. 1989 ministry of Hajj (Hajj guides) Hajj Terminal.
3. 1990 ministry of Hajj (Hajj guides) Hajj Terminal.
4. 1991 ministry of Hajj (Hajj supervisor) Hajj Terminal.
5. 1992 ministry of Hajj (Hajj supervisor) Hajj Terminal.
6. 2004 GACA Operation Coordinator, hajj Control, Hajj Terminal.
7. 2005 GACA Operation Coordinator, hajj Control, Hajj Terminal.
8. 2006 GACA Operation Coordinator, hajj Control, Hajj Terminal.
9. 2007 GACA Sr. Operation Coordinator, hajj Control, Hajj Terminal.
10. 2014 Radio program provider at RMU Radio Station USA.
11. 2015 Radio program provider at RMU Radio Station USA.
12. 2016 Radio program provider at RMU Radio Station USA.
13. 2016 Operation Coordinator Med-View Airlines, Hajj Terminal.
14. 2017 Operation Coordinator Med-View Airlines, Hajj Terminal.
15. 2018 Operation Manager Med-View Airlines, Hajj Terminal.

REFERENCES:-

1- Dr. Chester Thompson
Chief Executive Officer PA, USA
TEL: +1 724 312 9847

Dr. Islander Algethami
Lung Transplant Surgeon
King Abdul-Aziz University Medical Center - Jeddah
TEL: +966 50 666 4754
E-Mail: algethami@hotmail.com

3- Dr. Ian Edward Mcfadden
Chief Executive Officer Bagedo and Dr.Erfan General Hospital
TEL:+1219 398 8677
E-Mail: imacfadden@comcast.com

4- Dr. Saeed AlGhamdi Nephrology
King Faisal Specialist Hospital and Research Center – Jeddah
TEL: 966 55 559 0890
E-Mail: smghamdi@kfshrc.edu.sa