

Hanan Sleiman

Project Management

Beirut, LB

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- * Result orientated, energetic highly motivated and proactive professional possessing an extensive expertise in Operation and Management field
- * Well versed in applying common sense project management principles to engender cooperative and collaborative efforts, delivering business strategic objectives and fulfilling the end customer needs
- * Proven ability of superior communication skills that primarily allows the effective motivation and leadership of teams, providing measurable business improvement
- * Comfortable working within time critical parameters and thrives on the challenge of creative problem solving and decision making with ease that amply demonstrates experience and calibre
- * Possess a supportive and encouraging management style and an innate 'can do' approach, with outstanding skills and experience, can make significant contributions to any organisation
- * Exceptional skills in time management and can motivate people under his supervision and presenting projects to clients which ultimately leads to sales of designs
- * Excellent relationship builder with success in forming strong sustainable relationships and securing consensus among cross functional teams
- * Currently seeking a managerial position in a reputable organization that embraces innovation, encourages a challenging work environment and fosters career progression

WORK EXPERIENCE

Project Management

Building Services Constructions -

2012 to 2014

Chairman / Executive Director Assistant

KING ABDULAZIZ MEDICAL CITY -

April 2010 to 2011

Apr 2010 - 2011

Medical Imaging Department

Chairman / Executive Director Assistant

Coordinator Medical Imaging / Conference/ Symposium

- * Coordinated human resources documentation , annual leaves, evaluation for physicians, over time sheet, allowances, travel expenses, work certificates, references letters, merit increases, insurances, accommodation, social club, medical licenses validity, promotion and accreditation, privileging
- * Analyzed the wages budget and prepared the forecasted budget
- * Conducted orientation and provided guidance

President/ CEO Office Manager

AI MOZOON GROUP - RIYADH, SA -

2008 to 2008

- * Performed business operations, telecom projects, electro mechanical projects and trades and investment
- * Ensured contracts tendering and negotiations

Chairman's Office Coordinator

KING ABDULAZIZ MEDICAL CITY -NATIONAL GUARD HEALTH AFFAIRS RIYADH -

2006 to 2006

- * Arranged the business center monthly report for payroll purposes
- * Revised contact list for all anaesthesia staff and distributed regularly by email to all areas concerned
- * Ensured medical morbidity and mortality reports
- * Typed memos as directed by the chairman of the anaesthesia department and upon request of all consultants, staff physicians, and residents Saudi counseling licenses renewals
- * Collected all documentations for the Medical Credentialing Committee and submitted packages on timely manner
- * Coordinated neatly with the Medical Recruitment Office for credentialing and hiring candidates
- * Prepared Anesthesia Department in every possible way for the JCIA
- * Coordinated variety of requests with ISD, media services , property management, and the post office
- * Posted and updated rotation schedule, bus center schedule, and the on call schedule for all anesthetists

KING ABDULAZIZ MEDICAL CITY -NATIONAL GUARD HEALTH AFFAIRS RIYADH -

2005 to 2006

Admin. Assistant

Information System and Medical Informatics Division -

2004 to 2004

Project of Clinical Information Management System. Perse (Misys CPR) / NGHHA 2004

- * Monitored all analyst team activities by tracking all correspondent of Misys CPR
- * Ensured (Perse) project through email account and transferred all information to a front page schedule on daily basis reflecting summary of major details of the project
- * Scanned the internet and the office automation Webmaster of NGHHA account, referring emails to the associated department in the Hospital
- * Involved in committees and minutes writing.(i.e. medical records, go-live support, clinical information management system committee)
- * Arranged for high executive conference calls with the Misys CPR Project Managers and Analysts
- * Dispatched and e-mailed documentation related to the American Analyst team in USA
- * Arranged for Visas through the CEO Office and the Ministry for the Misy s CPR USA team

- * Scanned all necessary documentation related to the project using Omni, JPEG, or OCR to edit text document
- * Assisted in the preparation of the training courses manual for Misys CPR patient I implementation software

Executive Assistant / Chief Engineer Office

KING FAHAD NATIONAL GUARD HOSPITAL - RIYADH, SA -

June 2000 to January 2003

- * Managed the office of the chief Engineer, responsibilities covered all engineering departments' utilities and maintenance, building services, HVAC, power plant, work control areas
- * Tracked all the correspondence between the executive directors, managers, engineering staff and other related departments, preparing engineering reports, memos, letters, internal and external mail, office supplies
- * Ensured processing of SPR's, travel request sheets, time sheets, petty cash forms
- * Communicated effectively with vendors by computer, telephone, and in person

Manpower Status Analyst - Wage and Salary Administrative Affairs

KING FAHAD NATIONAL GUARD HOSPITAL - RIYADH, SA -

2003 to 2003

- * Analyzed particular positions status in relation to the budget office / human resources/ and the International nursing recruitment
- * Assumed role for refreshing the impromptu report on a daily basis to obtain an updated MSR according to the organizational unit of the departments
- * Ensured logging in all incoming mails, distributed all MSR reports, and prepared executive summary report on monthly basis
- * Referred callers and arranged for meeting with the hospital department to reconcile reports
- * Assisted in preparing documentation for the ACC and JCC Committees
- * Performed various duties related to the MSR, wage and salary department

Accounting Administrator

THOMPSON AHERN and CO. PEARSON INTERNATIONAL AIRPORT - Toronto, ON -

July 1999 to January 2000

- * Assumed role for accounts receivable (invoices) for cargo airlines (USAIR, Canadian, British Airways, Lufthansa)
- * Assumed role as an Import / Export coordinator (Hospital's materials)

Temp Assignments C OP

QUEEN'S WAY GENERAL HOSPITAL (TRILLIUM CENTER) TORONTO, CANADA

Accounting Administrator

- * Performed accounts payable report clearing

MICRO COMPUTER RENTAL TORONTO, CANADA

Accounting Administrator

- * Entered trial balance in excel sheet, balancing reports
- * Prepared general ledger report
- * Prepared balance sheet and income statement
- * Ensured sorting, patching, and scanning mailed RRSP application forms
- * Ensured data entry (numeric)

Office Assistant / Inventory Counting Officer

WESTERN INVENTORY SERVICES - Toronto, ON -

1997 to 1997

- * Entered employees into LDS (LABOUR DISTRIBUTION SYSTEM)
- * Ensured bill clients and calling them for confirmation dates
- * Prepared file time sheets and diskettes
- * Loaded databases into the computer
- * Prepared balance reports
- * Added new employees to the system and assigned clerk numbers
- * Terminated employees from the system

Sales Representative and Service Coordinator

MELANIE-LYNNE TORONTO - Toronto, ON -

1994 to 1994

- * Communicated effectively with people in a sales and customer relations atmosphere
- * Increased sales by 10 % through creation of innovative promotional strategies
- * Handled cash invoices and statements. E.g. cash balance, cash deposit

EDUCATION

Bachelors in Business and Management-Management

Nicholasville University

English literature

Lebanese University

2010

Diploma in Relevant

George Brown College - Toronto, ON

2000

CMA in Accounting

Humber College - Toronto, ON

1999

High School Diploma

Burnhamthorpe Collegiate Institute - Toronto, ON

1995

SKILLS

OPERATIONS (1 year), ACCESS (Less than 1 year), CLIENT COMMUNICATION (Less than 1 year), EXCEL (Less than 1 year), MS EXCEL (Less than 1 year), MS POWERPOINT (Less than 1 year), MS WORD (Less than 1 year)

ADDITIONAL INFORMATION

Career Skills

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1

Business and Management Management Adroitness

Conceptual and Analytical Skills6

4

3

Creativity and Innovation

Procurement8

7

5

and Operations Commercial Awareness

Client Communication Project Planning and Execution

Computer Proficiency

Microsoft Applications

* MS Word

* MS Excel

* MS PowerPoint

* Access

Others

* Legacy Health Care System, Perse System, Oracle Application

* Produced accurate and concise business documents

Professional Skills

* Leadership expertise

* Ability to work under pressure

* Dedicated, innovative and self-motivated team player

* Committed to maintain work quality, accuracy and efficiency

* Versatility and a willingness to learn

* Multi- tasking and problem solving

* Convenient and flexible dealing with different group of people and environment

- * Planning and time management skillfulness
- * Problem solving and decision making abilities
- * Sound ability to learn fast and grasp information easily
- * Quick learner, dedicated, innovative and self-motivated team player
- * Creativity and innovation
- * Forward planning and "can do" approach
- * Positive attitude and quick learner with the ability to adapt to new challenges
- * Communicate and work well with others from a wide variety of backgrounds and personalities