
Adham Hossameldin Hassan Mohammed Abdo

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Subject: Chief Operating Officer Position, operations manager, regional operations manager

Dear [Hiring Manager],

I am writing to express my keen interest in the Chief Operating Officer position, operations manager, regional operations manager as advertise. With a proven track record in healthcare leadership and a passion for driving operational excellence, I am confident in my ability to significantly contribute to yours continued success.

Throughout my career, I have successfully led and managed complex healthcare organizations. I have a deep understanding of the intricacies of the healthcare industry, including regulatory compliance, financial management, and patient care delivery. My expertise in strategic planning, operational efficiency, and team leadership has enabled me to achieve outstanding results in previous roles.

I am particularly drawn to [your organization]'s commitment to [Company's mission or values]. I believe my skills and experience align perfectly with your organization's goals. I am eager to leverage my knowledge and expertise to:

- * Optimize Operations: Implement innovative strategies to streamline processes, reduce costs, and improve efficiency.

- * Enhance Patient Care: Prioritize patient satisfaction and ensure the delivery of high-quality care.

- * Foster a Positive Culture: Build and lead a high-performing team that is dedicated to achieving organizational goals.

- * Drive Growth and Innovation: Identify new opportunities for growth and implement cutting-edge technologies to improve patient outcomes.

I have attached my resume for your review, which further details my qualifications and accomplishments. I would welcome the opportunity to discuss how my skills and experience can benefit [your organization]. Thank you for your time and consideration.

Sincerely,

Adham Hossameldin Hassan

Chief operating officer

adhamhossameldin@yahoo.com

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

- **Hurghada united medical group** 2009 - 2011
Administrative manager
Follow up day to day operations, following doctors' schedules, holistic supervisor of front discs, maintenance,nursing, security and other facilities in hospital.
- **El-saad hospital** 2011 - 2013
Administrative manager
Responsible for the day-to-day management of hospital operations, encompassing front desk operations, security services, hospitality, nursing services, and physician scheduling for emergency, intensive care, and outpatient departments. Overseeing the maintenance and gas network infrastructure of the hospital. Managing nursing staff schedules and leave requests. Tracking patient progress, admission, and discharge procedures, ensuring the delivery of high-quality medical services and patient satisfaction. Monitoring and supervising contract processes, ensuring the completeness of all necessary documentation, company correspondence, and financial approvals.
- **Royal hospital** 8-2013 - 8-2015
Night manager
Overseeing the day-to-day management of hospital operations, focusing on inpatient care in internal medicine, emergency, and intensive care. Ensuring the readiness of vacant rooms for surgical patients by supervising the housekeeping department and coordinating with the surgical schedule. Facilitating coordination with government hospitals and the public ambulance network to manage patient admissions and ensure hospital preparedness. Monitoring the efficiency of operations in the laundry, maintenance, sterilization, pharmacy, radiology, and laboratory departments, along with the gas network. Keeping track of physician and nursing schedules across all departments.

- **Alexandria physical therapist and rehabilitation center** 8-2015 - 1-2017

Operations manager and executive manager

Overseeing daily operations and ensuring smooth workflow.

 - * Reviewing financial performance and ensuring compliance with budgetary guidelines.
 - * Managing contracts, focusing on maximizing revenue and minimizing costs.
 - * Developing and implementing strategic plans to drive growth and improve efficiency.
 - * Enhancing the quality of healthcare services and patient satisfaction.
 - * Identifying cost-saving opportunities and increasing revenue streams.
 - * Optimizing resource utilization and facility management.
 - * Developing and training the workforce to meet the evolving needs of the organization.
 - * Expanding the center's service offerings and market reach.
 - * Monitoring performance indicators and making data-driven decisions.
- **White Gemini company for medical supplies and devices** 02-2017 - 02-2020

Chief operating officer

Overseeing daily operations and ensuring smooth workflow.

 - * Reviewing financial performance and ensuring compliance with budgetary guidelines.
 - * Managing clients, focusing on maximizing revenue and minimizing costs.
 - * Developing and implementing strategic plans to drive growth and improve efficiency.
 - * Enhancing the quality of products and clients satisfaction.
 - * Identifying cost-saving opportunities and increasing revenue streams.

Opened new market places
- **Rehab Al haramen clinics** 01-2020 - 01-2022

Executive manager

Develop and implement strategies to enhance patient experience and satisfaction.

 - * Oversee clinical operations and ensure compliance with quality standards.
 - * Build and maintain a high-performing team of healthcare professionals.
 - * Foster a culture of patient-centered care.
 - * Drive continuous improvement initiatives
- **White Gemini company for medical supplies and devices** 01-2022 - Present

Executive manager

Develop and implement strategies to enhance patient experience and satisfaction.

 - * Oversee clinical operations and ensure compliance with quality standards.
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 - * Drive continuous improvement initiatives

- **El Rajihy clincs** 05-2022 - 05-2024
Executive operation manager
Overseeing daily operations and ensuring smooth workflow.
 - * Reviewing financial performance and ensuring compliance with budgetary guidelines.
 - * Managing contracts, focusing on maximizing revenue and minimizing costs.
 - * Developing and implementing strategic plans to drive growth and improve efficiency.
 - * Enhancing the quality of healthcare services and patient satisfaction.
 - * Identifying cost-saving opportunities and increasing revenue streams.
 - * Optimizing resource utilization and facility management.
 - * Developing and training the workforce to meet the evolving needs of the organization.
 - * Expanding the center's service offerings and market reach.
 - * Monitoring performance indicators and making data-driven decisions.

Education

- **Faculty of commerce alexandria university**
Bachelor of political science 2007
Pass
- **Sadat academy for administration sciences**
Training diploma in hospital management 2013
Very good
- **Arab academy for administration sciences and technology**
MBA 2025
Excellent/3.62

Skills

- Leadership management
- Negotiations skills
- Operations management
- Business administration
- Communication skills
- Critical thinking
- Risk management
- Facility management
- Strategic planning
- Monitoring and evaluation

Reference

- **- Royal hospital**
Business development manager
+2001287884408
- **dr.abdelrahman Al gebely - Rehab Al haramen clinics**
Chair man
+2001222813000
- **Dr.shahira El dusuky - Alexandria physical therapist and rehabilitation center**
CEO
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