**First Name of Application CV No:** **1651320**

Whatsapp Mobile: +971504753686



**Personal Information:**

Date of Birth: 28/02/1977

Marital status: Married

Nationality: British.

**Objective:**

I am an adept multi-tasker, who is able to combine the ability to lead and motivate with an enthusiastic, can-do approach. Comfortable working on large projects or numerous, smaller size pieces of work, I am able to plan and think on his feet and has vast experience of working on health care programmes and projects. Well organised and able to multi-task, I am also passionate desire to excel against demanding customer expectations, and I am more than willing to take charge of the end-to-end delivery of the project lifecycle. I am looking to work for a company which promotes recognition and rewards creativity, hard work & commitment.

**Career Profile:**

* Proven record of reliability and responsibility.
* Remain calm and professional throughout critical incidents.
* Strong analytical skills, capable of assessing conditions and implementing appropriate intervention.
* Resourceful problem solver capable of implementing solutions to complex problems.
* Possess special sensitivity to meeting diverse needs in varied situations.
* Develop rapport with patients, family, staff and physicians.
* Relate well to people from a variety of cultures.

**Education:**

**Academic:**

* Public Health and Health Promotion Master, Brunel University, first class 12/09/2011\_ 20/07/2012
* BSc (Honours) Public Health and Health Promotion University 01/09/2000\_ 30/07/2003
* 1997-1999 Southall Collage, London: A-levels English (A), Math (A), and Biology
* 9 GCSEs at grades A-C including English, Maths Double science French

**Training**

* ILM Level 5 Leadership and Management Accredited from Leeds University 15/12/2014
* PRINCE2 (R) Foundation and Practitioner 30/03/2013
* Excel level 1 and 2 01/02/2012
* Lean Six Sigma Training 25/04/2013
* Business case writing 01/05/2013
* Project and programme leadership and management 22/04/2013
* Train the trainer course 20/03/2013
* Microsoft Office 01/04/2013

**Memberships**

• Associate Member of the Chartered Management Institute (CMI)

 • Health Care Social Quality and Standards Agency.

**Current Employment:**

**Immunisation Commissioning Manager: NHS England (Commissioning Board) London.**

**March 2013 -till now**

As Immunisation Commissioning Manager, I am working as part of a dynamic patch-based team, supporting the Immunisation Principal, the Immunisation Manager for London and commissioning nationally defined programmes on behalf of the London Regional Office of NHSE. I also will work as part of a combined NHSE and Public Health England team undertaking this function. Work closely with London’s three Commissioning Support Units and colleagues in Primary Care Commissioning and delivery. Part of my role is to manage the delivery of best practice, facilitates business in driving transformation as well as value for money in planning, commissioning and service delivery. This designed to build a combination of subject matter expertise (clinical, data and public health) and technical skills (contractual) and to develop an informed, responsive commissioning service delivery. I also will also help introduce new programmes or extensions to existing ones in London in line with national immunisation requirements.

**Main duty:**

In my role I have also got the project management responsibilities which involve the following:

* Lead the team in the delivery of project plans, allocating tasks as appropriate, identifying risks, issues and dependencies, considering best practice and current options and ultimately making decisions in the best interest of the project.
* Developed a comprehensive and cohesive plan for the transition period which is consistent with the overall project timetable, meets the strategic direction of the team and minimises unnecessary disruption to stakeholders involved in the process and is operationally sound.
* Pro-actively managed stakeholders, respond to and resolve conflict between different stakeholders when this arises through facilitation or other appropriate mechanisms.
* Responsible for a high standard of work supporting the delivery of projects on time, to quality standards and in a cost effective manner. Maintain the project initiation document and associated plans with regular team meetings to monitor progress and resources.
* Ensured the flexibility of the project if required to meet conflicting/changing requirements.
* Responsible for the planning and organisation of numerous events/meetings. Ensuring communication tools are used to their maximum value for circulating the minutes, agenda and presentations in a timely manner.
* Demonstrate effective stakeholder management across different departments and at all levels.
* Continue to support other project managers as and when required.
* Taken into account the impact of any change the projects will have on the business and oversee handover of any products to ensure full ownership and buy-in within the business Advocate the projects at senior and executive levels and ensure active engagement and sponsorship within NHS as a whole.
* As budget holder I am assigned to functions related to the budget setting with the Head of Department. Such as :
* Responsible for ensuring adherence to the budget, ongoing monitoring of expenditure against budget and ensuring the appropriate documentation is available for scrutiny.
* Identify products, equipment, services and facilities for assigned activities, achieving stakeholder buy-in as required. Placing orders and signing invoices, keeping mindful of budget limitations.
* Responsible for making recommendations, providing advice and able to prepare strategic reports/briefings for the Head of Department, Steering/Reference Groups and others as required.

**Previous Employments:**

**General Manager: Cancer Performance**

**Kingston Hospital NHS Foundation Trust**

**01st April 2011- 31st March 2013**

* Lead work streams that relate to strategic and operational improvement of Cancer Performance with a focus on achieving all National Cancer Waiting Time Targets.
* Responsible for the Trust’s external reporting of Cancer Waiting Times.
* Working with Clinical Director for Cancer Improvement to review activity and identify areas for improvement and develop action plans to address these.
* Provide clear leadership, ensuring that all staff are appropriately managed and developed and that they are efficient, effective, engaged and motivated.
* Manage direct reports, and provide overall support to teams. Provide detailed analysis of cancer performance at all levels
* Ensure implementation of systems, policies and procedures at local level to fulfil the requirements of the Trust’s Risk Management, Quality and Governance and safety strategies. These systems, policies and procedures will also support improvements in cancer performance.
* Support the tracking and management processes of patients on cancer pathways, whilst identifying and addressing administrative issues that impact negatively on cancer performance
* Work with informatics colleagues to improve the information that is available to General Managers, Service Managers and MDT Coordinators to manage patients that are on a cancer pathway
* Contribute to the Surgery & Cancer CAG strategy for improving cancer performance
* Proactively manage identify and manage local issues that may affect cancer performance
* Ensure that there is effective staff communication and involvement within area of responsibility, and that staff have the opportunity to be involved in and influence the planning and development of services
* Implement efficient and effective monthly Service Review/Business Planning meetings with multidisciplinary attendance as a forum for delivering against operational performance and financial targets, including Cost Improvement
* Manage the service line to the highest standards, ensuring that patients, carers and families are treated with dignity and respect.
* Participate in the Trust senior manager on-call rota.
* Ensure the implementation of agreed targets/objectives in order to deliver the Trust Strategy.
* Ensure the specialty teams are able to meet all national and local performance standards through the establishment of speciality performance objectives and securing the infrastructure to support the levels of performance required.
* Ensure the service line team utilises available performance information to facilitate the monitoring of performance and identifying the opportunities for improvements, agreeing plans to improve service efficiency and quality.
* Ensure data relating to activity is accurate, complete and informs service line planning.
* Ensure that the Equality & Diversity action plan is implemented within the service line.
* Identify the need for and lead the development of IT projects within the service line.
* Responsible for pay and non-pay budgets, supporting the Clinical director who has overall budgetary accountability ensuring that the service line meets its financial targets, enabling the Trust to meet its own corporate financial obligations
* Work with the Finance Manager to develop and sustain a culture that devolves operational budgetary responsibility within the service line.
* Support processes aimed at improving financial information and budgetary control and to ensure that all assets operated by the service line are utilised effectively.
* Agree activity levels and performance measures with the Clinical Director and others and manage them to achieve targets.
* Ensure that the service line meets its patient access targets.

**Project Manager – Northwick Park Hospital**

**NHS Brent**

**15th October 2007- 31st March 2011**

* Being responsible for planned care commissioning portfolios including oversight of service specifications, KPIs and information Requirements.
* Leading on the commissioning, monitoring and review of intermediate service contracts.
* Create SOWs, project plans and analyse project scope
* Identify and manage change in project scope
* Work effectively with team members to develop solutions
* Perform quality assurance activities on project deliverables
* Take ownership of Agency process and oversee the smooth management of that process to expedite the flow of work through the agency on-time and on-budget
* Create and manage timelines, weekly status reports, daily hot sheets, monthly London board
* Manage the project plans, financials, timelines and resource allocations
* Work with client personnel to identify and refine required changes and communicates needed changes to development team.
* Understand how to communicate difficult and sensitive information tactfully.
* Developed Client Training Agendas with audience focus attention and reated a Client Training Manual that allows self-taught tutorials.
* Provide team leadership, coaching and mentoring of implementation specialists.
* Presenter at user group conference

**Deputy General Manager Children’s Health Services Wembley**

**15th October 2003- 15th October 2007**

* Lead on integration between; Community and Acute Children’s services, both in health and with colleagues in social care, local authorities and education Children’s and Adult’s services in the form of transition from one to the other.
* Support clinical teams in seeking out opportunities for service improvement and provide advice, direction and facilitation in undertaking that work.
* Actively seek out best practice in all aspects of Children’s healthcare and ensure that the relevant clinicians and managers are aware of it and how it could be applied to their services.
* Provide leadership to colleagues across Children’s services through role modelling a commitment to continuous improvement and services focussed on children and their families.
* Undertake specific projects such as the development or implementation of business cases or service reviews at the direction of the general manager
* Work alongside general manager and heads of services in children’s Health regarding the commissioning of their services and to lead, in conjunction with Contracting, on any bids for the retention of current services or acquisition of new services.
* Deputise for the as requested general manager and heads of services in children’s Health
* Support the general manager heads of Services in Children’s Health and Clinical Directors in the development of strategic and service plans for their services to meet service needs and contribute to the annual planning process of the Trust in line with agreed corporate objectives and priorities.
* Maintain a rolling action plan of areas for service integration (including transition to adult care) and improvement for presentation at the Paediatric Board monthly and at the CAG Board quarterly.
* Undertake discrete project work at the direction of the Heads of Services in Children’s Health
* Working with colleagues from Information, Finance, HR etc. as relevant to produce documents suitable for consideration at the Paediatric or CAG Boards.
* Work with colleagues in contracting to support the Heads of Services in Children’s Health to be fully aware of income flows for their services including:
* Market share
* Commissioning changes
* Tenders for new and existing services
* Private patients

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**Skills & Personal Strength**

* Languages including fluent English, Arabic.
* Successfully undertook various teamwork projects.
* Oral communication skills in presentation and in addressing public audience.
* Written and verbal communication skills due to the many presentations, assignments, posters, essays and projects required.
* Willingness to Learn and develop my understanding and acquire new skills through employment.
* The ability to problem solve, tested with continuous problem solving exercises given as assessments, which may require mathematical analysis and evaluation.
* Computer Skills including Online Research, Word, Excel, PowerPoint, E-learning resources.
* Hardworking, reliable, calm under pressure.
* Easy to get on with, a team player, creative.
* Enthusiastic, happy to take on new roles.
* Ambitious, keen to develop new skills/knowledge, flexible.

**Interests and Hobbies**

My hobbies and interests include volunteering to help various Somali community organisations across the country to organise events. This is in order to improve the lives of the community members in that area or even on a larger scale. This is an interest as well as hobby of mine as the interest of my community has always been a huge football fan and find that I thoroughly enjoy both watching it.