

**P.O Box 54474 – Abu Dhabi- UAE**

**Contact No. 00971-55-5533804**

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## **Waad Sadoun**

### **Personal Information :-**

- + Date of Birth :- 19/4/1980**
- + Marital Status :- Married**
- + Nationality :- Jordanian**
- + Licenses :- MOH RN License (RN007492)  
UAE Driving License since 2000  
Volunteer License V929471**
- + Visa Status :- Residence Golen Visa**
- + ID No. :- 784198085932469**
- + Languages :- Native Arabic & Fluent English .**
- + Reference Available upon Request .**
  
- + Looking for a Technical / Administrative work.**
  
- + Holding Degrees of :**
  - Bachelor’s Degree in Health Information Management.**
  - High Diploma in Nursing.**

## Skills :-

- + Experience with Microsoft Office – Word/Excel/Power Point
- + Excellent communication skills with focus on customer services .
- + Ability to Learn New Skills & Improving my Skills .

## Related Work Experience :-

- + October/2004 – May/2007 work in a private company of general maintenance as a secretary .
- + July/2007 up to date working in the National Screening Program for women & child health – MOH / Abu Dhabi
- + July/2007-March/2011 in the genetic clinic & Neonatal Lab .
  - Genetic Clinic , arrange appointments for referred Patients from Government & Private sector with the Consultant Doctor .
  - Second Coordinators for Neonatal lab. Results with other Medical Areas .
  - Collecting Blood Samples in the Filter Paper for Neonatal screening .
  - Prepared monthly statistic concern Patients attending the genetic clinic.
- + April/2011 to 30/6/2017 in Mammogram clinic .
  - Assisting the Radiologist in Ultra-Sound , Core Biopsy By Ultra-Sound & Stereotactic core biopsy by Mammogram machine .
  - Pre-care & post-care of the patient in Ultra-Sound & Core Biopsy procedures .
  - Prepared Monthly/Yearly statistics concern Ultra-Sound & Core Biopsy Cases .
  - Increasing Knowledge & Skills of the Patients by Giving Health Education concern Mammogram Importance & Breast Self-Examination .
  - Follow up positive cancer cases by phone.

## Current Job Description & Experience

- + Family Health Promotion Center / Sharjah .
  - Assisting the Doctor in Ultra –Sound Examination.
  - Assisting the Doctor in Ultra –Sound Biopsy from the breast.
  - Assisting the Doctor in Stereotactic Biopsy from the breast.

- Providing Health Education about Mammogram inside the Center & in other Clinics in Sharjah .

## Education & Qualification :-

- + TV Presenter (Professional-Level 2)
  - Focus Academy – Dubai – UAE / 2022
- + Bachelor's degree in Health Information Management (HIM)
  - Liwa Collage of Technology – Abu Dhabi – UAE / 2022
- + High Diploma in Nursing Science
  - Institute of Nursing – MOH - UAE / 2002
- + High School Certificate – Science
  - Palestine High School – Abu Dhabi – UAE / 1998

## Courses Attended

- + Training course of 5 weeks in HIM department of Health Point Hospital – Abu Dhabi
- + ICDL Course (2010)
  - ICDL GCC Foundation – Abu Dhabi
- + Basic Life Support (BLS) Healthcare Provider Course (2017) valid 03/2019
  - Life Support Training Center / MOH ,Family Health Promotion Center , Sharjah .