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|  |  | **Ibrahim** **Ewaysi**  |

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|  | **Professional Summary**

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|  | Observant and detail-oriented in monitoring and improving production activities. Adaptable Document Controller offering background in process improvements and document preparation. Dependable professional with exceptional computer talents. |

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|  | **Work History**

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| 2019-01 - 2021-02 | Quality Control and Risk Management Supervisor Elegance Medical Center, Alain, Abu Dhabi* Supervised and directed quality control personnel through effective mentoring, coaching and work delegation.
* Supported audits and led teams to fully investigate quality control processes and root out deficiencies.
* Followed quality standards and procedures to minimize errors and maximize customer satisfaction.
* Trained workers in different departments in improved procedures designed to enhance quality and eliminate errors.
* Reported on short- and long-term trends in production to help management make proactive decisions.
* Devised hiring and recruitment policies for 50-employee company.
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| 2015-01 - 2018-12 | Quality Control and Risk Management Analyst Victor Valley Global Medical Center, Victorville, CA* Identified and resolved variances to bring products in line with requirements.
* Developed monthly, end-of-quarter and other statistical reports, including analysis for leadership team and for quality improvement program outcomes studies.
* Provided regular updates to team leadership on quality metrics, communicating consistency problems or production deficiencies with quality and production leadership.
* Inspected raw materials and finished products to verify quality and disposed items that did not meet safety requirements.
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| 2013-02 - 2015-01 | Front Desk ReceptionistVICTOR VALLEY GLOBAL MEDICAL CENTER, Victorville, CA* Answered multi-line phone system to respond to inquiries and transfer calls to correct departments and personnel.
* Directed incoming calls to internal personnel and departments, routing to best-qualified department.
* Greeted guests at front desk and engaged in pleasant conversations while managing check-in process.
* Reported facility and room maintenance problems to appropriate personnel for immediate remediation.
* Maintained files and records by implementing effective filing systems that boosted efficiency and organization.
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|  | **Education**

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| 2008-02 - 2012-06 | Bachelor of Science: Health Care Management Philadelphia University - Jordan |

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| 2014-02 - 2015-03 | Associate of Arts: Business AdministrationVictor Valley College - Victorville, CA |

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|  | **Certifications**

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| 2011-02 | Safety management in hospital  |

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|  | Chronic Disease management  |

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|  | Core Communication |

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|  | Healthcare Inc. Standards  |

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|  | Fraud Waste Abuse  |

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|  | HIPAA Training.  |

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|  | Osha University of California |

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|  | EPA Universal  |

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|  | **Contact**Address Dubai, Abu Dhabi, 00000Phone +971 56 661 2634E-mail iewaysi@aol.comWWWhttps://zety.com/profile/ibrahim-ewaysi/316 |

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|  | **Skills** Osha Standards and Codes Document Control Quality Improvement Policy Renewals Processes and Procedures Occupational Safety Administration Verbal and Written Communication Preventative Measures Patient Safety Patient-focused quality service |

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|  | **Languages** ArabicExcellent |

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