

*Quality & National Accreditation Specialist with 2+ years of experience reporting directly to the Dean of faculty of dentistry, Possesses impeccable written and verbal communication skills and excellent interpersonal skills.*



**Enjy Saeed**

392 T, Al Ahram Gardens

#### **CORE COMPETENCIES**

- Management
- Planning
- Risk Management
- Customer Service

#### **Faculty of Dentistry, MSA University**

**Quality & National Accreditation Senior Specialist // MAR 2016 – Present**

- Ensure consistency of educational plan & process
- Ensure each department forms are created according to celebs.
- Ensure that exams are conducted according to blue print criteria.
- Strengthen rapport between students and faculty.
- Ensure that all classes and labs are structured according to NARS.
- Ensure that percentage of doctors is proportional to percentage of students.

#### **Faculty of Pharmacy, MSA University**

**Dean Secretary // DEC 2014 – MAR 2016**

- Handle Students complaints
- Schedule dean meetings
- Organize meeting minutes and action plans
- Handle staff scheduled vacations

- Align between doctors and dean ( celebs – required educational material )

## **EDUCATION**

### **Faculty of Commerce & Business administration**

*Bachelor of Management, May 2013*

Grade: Fair<sup>[1]</sup><sub>[5EP]</sub>

### **Trainings**

- Samcrete 2012 ( 3 months training ) HR Trainee

### **Courses**

- **English Course**
- **ICDL**
- **Communication Skills**
- **HR professional and advanced Diploma from egy cham accredited by HRCI and ain shams university**

## **ADDITIONAL SKILLS**

- Expert in Microsoft Office Suite
- Very Good Command of English
- Team Player
- Works under pressure
- Good Communicator person
- Quick learner
- Flexible

### **Charity Work**

- **Daleel – Helwan University**
- **Le Baladna – Msa University**