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**Hamad Almasad**

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Saudi Arabia

Riyadh City

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**EXPERIENCE**

**December 2010 Until Now**

**King Saud University – Community College – Human Resource Academic Department**

Riyadh

**Lecturer**

-Taught four subjects Planning for Human Resources, Policy and Procedures of Human Resources,

Communication Skills, and Basic of Management Theories.

-Coordinator of faculty member hiring committee.

- Coordinator of Human Resource Academic Department

**April 2009 to December 2010**

**King Saud University – Development Deanship**

Riyadh

**Assistant Manager of Strategic Planning Management**

-Maintained detailed administrative and procedural processes that reduced redundancy and improved

accuracy and efficiency to achieve organizational objectives.

-Reviewed strategic plans for all deanships and departments of KSU.

-Coordinated and conducted strategic planning workshops for KSU employees and faculty.

-Coordinated all department functions for team of 25 employees.

-Developed creative promotions to encourage employees to meet organizational goals.

-Managed daily office operations for staff of 25 employees.

-Planned, developed, organized, evaluated and directed implementation of development department.

**October 2006 to April 2009**

**Saudi Electricity Company**

Riyadh

**Head Coordinator of Human Resource Management**

-Provided customer service to clients of SEC employees.

-Reviewed and explained medical insurance policy to SEC employees to guarantee full understanding of

insurance benefits and procedures.

-Contacted insurance companies to verify correct insurance information and get authorization for proper

billing codes.

-Trained new employees on medical insurance policy and data entry software.

-Created databases and spreadsheets to improve health services providing for SEC employees .

-Managed medical services, insurance records, patient charts and company files using online tracking system

for SEC employees.

-Negotiated pricing and insurance policy with Cooperative Medical Insurance Company regarding providing

medical insurance for SEC employees.

-Managed medical insurance policy of SEC employees .

-Conducted survey to measure SEC employees satisfaction about medical insurance company .

**February 2006**

-Completed the one year of internship practice on Health Services Administration

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**EDUCATION**

Master’s of Health and Hospital Administration

Degree Received: 2010

King Saud University

Riyadh, Saudia Arabia

Bachelor of Science in Health Service Administration

Degree Received: 2006

King Saud University

Riyadh, Saudia Arabia

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**CONFERENCE**

**-Head Coordinator of The First International Conference on Entrepreneurship**

**King Saud University**

**Saudia Arabia**

Riyadh

**on October 25-26 2009**

**-** **Saudi e-Health Conference 2008, Towards National e-Health, organized by KAMC- NGH & SAHI**

**Attended : March 17, 2008.**

***References available upon request***