



MUSTAFA ALMUKHTAR

EDUCATION

- **King Abdulaziz University**
2006
Health Infotmation
V. Good
- **King Abdulaziz University**
2021
Hospital management
- **NEVADA UNIVERSITY**
2023
Professional Master in Hospital Management and Healthcare Quality

EXPERIENCE

- **Free Hand**
3/2024 - Still working
QULATY IMPRVMENT
Working on qualifying health institutions to obtain a quality accreditation certificate in the health sector
- **Doctors City**
7/2022 - 12/2023
Business Development Consultant
Providing professional advice for health projects, following up on project implementation, and providing assistance to Companies have obstacles.
- **Petal General Medical Complex**
11/2018 - 6/2022
CEO
Managing medical clinics, following up on the progress of administrative and medical work, and working to raise customer confidence and increase income .
- **Abeer Medical group**
10/2016 - 10/2018
Duty Manager
Follow-up of operational departments, coordination between the medical administration and administrative affairs, and facilitating procedures For Patient

CONTACT

- @ g.ceo2022@gmail.com
- ☎ 0580060884
- 📍 Saudi Arabia, Medina, Al-Juma district, next to Al-Rahma Mosque

SKILLS

- * Use of analytical skills * Using technology in business

REFERENCE





- **Kaber AL Hdran - Doctors City**
Doctors City owner
kber90@hotmail.com
+966 58 148 2128

- **ALghad Medical college**
12/2013 - 10/2015
Students Affairs Officer
Registering students, following up on their distribution to majors, and completing their files
- **Beta clinic**
3/2013 - 12/2013
Administration Manager
Organizing administrative affairs, staff and support services. I was essential in opening the clinic and making all the necessary permits for that
- **Dr Sameer Khateery Clinic**
7/2011 - 12/2012
Clinic Manager
Managing dental clinics, confirming the readiness of the medical staff, following up on the dental laboratory, and a member of quality case studies with the general manager, directing the collection process. One of my goals is to increase income.
- **AL DAR hospital**
4\2007 - 6\2011
Patient Affairs Manager
Facilitating patients' obstacles and solving operational problems
Finishing the necessary reporting procedures for discharge and transferring cases
Member of the Quality Committee for death files
One of my biggest tasks is converting all paper procedures into electronic
Development member of the hospital management program
- **Saudi Germany Hospital**
2/2006 - 3/2007
Medical Records staff
Receiving the files of outpatients and discharge, electronic saving of all medical documents, making patient statistics and submitting them to the main administration

PROJECTS

- **Dr Cloud**
Dr. Cloud cloud Health Care management program for medical facility

ACHIEVEMENTS & AWARDS

-  Medical device sales course
-  Administrative decision invalidation law course
-  Administrative problem solving course
-  Basic Risk Management in health Care

- ◀ QUALITY IMPRVMENT to Support Patient Safety
- ◀ Quality in health care
- ● Certificate of thanks from Saudi German Hospital
- ● Certificate of thanks from Patal Clinics
- ● Certificate of thanks from Al-Ghad International Colleges

ADDITIONAL INFORMATION

Nationality: Mauritanian, son of a Saudi Mother