

Mashael Al Dossary PMP®

Compliance Specialist

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WORK HISTORY

2025 – Present	A/ Compliance Specialist – Strategic Implementation Office <i>King Fahad Military Medical Complex</i>
2025 – Present	Member of Project Management Office (PMO) <i>King Fahad Military Medical Complex</i>
2025- Present	Member of Kafa'a Team <i>King Fahad Military Medical Complex</i>
2025- Present	Member of Data Inventory Team <i>King Fahad Military Medical Complex</i>
2025 – Present	Member of Population Health Development Initiative Team <i>King Fahad Military Medical Complex</i>
2024 – Present	Defense Council Report Officer – Strategic Implementation Office <i>King Fahad Military Medical Complex</i>
2022 - 2025	A/ Administrative Assistant – Strategic Implementation Office <i>King Fahad Military Medical Complex</i>
2012 – 2022	Administrative Assistant – Support Services Administration <i>King Fahad Military Medical Complex</i>
2012 – 2022	A/ Executive Secretary – Food Services Department <i>King Fahad Military Medical Complex</i>
2014 – 2015	Administrative Assistant – Medical Legal Committee <i>King Fahad Military Medical Complex</i>
2011 – 2012	Medical Secretary – Dental Department <i>King Fahad Military Medical Complex</i>

EDUCATION

2021- 2025	Bachelor Degree in Health Informatics <i>Saudi Electronic University</i> GPA: 3.66 (On Second Dean List)
2011-2014	Bachelor Degree in Business Administration <i>King Faisal University</i> GPA: 4.46 (On Second Dean List)
2007-2010	Diploma in Medical Secretary and Transcriptionist <i>Prince Sultan Military College of Health and Science</i> GPA: 3.63

TRAINING COURSES

- Change Management
- Management Supervision
- KPI's Basics
- Total Quality Management
- Strategic Management
- Institutional Loyalty and Work Ethics
- Documenting and Archiving Documents in Ministry of Defense
- Administrative Coordination
- Time Management
- Communication Skills
- Self-Marketing
- Cyber Security
- Training of Trainers
- Quality and Health Transformation in KSA
- Risk Management in Health Facilities
- Quality Management in Health Organizations
- Strategic Thinking
- Planning, Organizing and Measuring Performance
- Administrative Skills