

# Omar Zaib Mahmood

PHONE 07927889373 • E-MAIL OMAR.ZAIB@HOTMAIL.CO.UK•

REFERENCES AVAILABLE UPON REQUEST

## PROFILE

---

I'm an individual that possesses excellent communication and organisational skills and believe in leading by example; coupled with this I have a wealth of experience in technical operation and recruitment management. My technical roles have seen me implement internal system processes, financial facilities and workforce planning. I've always had a passion for technology and have taken this passion further by pursuing studies in software engineering and DevOps. I have knowledge of agile working as well as, scrum and project management software such as Jira. Moreover, I have knowledge on using GitHub and Gitbash command lines, SQL and knowledge on DevOps and cloud fundamentals. I'll be looking to take this further and put my full efforts in pursuing a career in Devops or cloud engineering and am currently working towards gaining my AWS Certified Cloud Practitioner Certification.

## EDUCATION

---

### St Joseph's College Sixth Form

GCSE – MATHS- A, English -B, Science -BB, Sport - AA

**Sep 2010 – June 2012 - BTEC IT National Diploma/ A Level – ABB** – I was credited for receiving the highest grade in Information Technology in my class and was ranked 4<sup>th</sup> in the whole course. This included studies into CCNA Networking modules and is where my passion for technology stemmed from.

### University of Greenwich

**Sep 2012 – July 2015 - BA Hons Business Management- 2:1 Degree-** I graduated from the prestigious University of Greenwich in July 2015 with 2:1 in Business Management.

## WORK HISTORY

---

### QA Academy – Software Engineering and Devops – training course – January 2022 - Present

I have pursued further studies in software engineering and Devops with the core topics of studying to be the following – Agile, Jira, Git, Devops, Cloud fundamentals, Java up to intermediate level, Node JS, React, Maven and SQL databases.

I have taken my academy learnings further and have pursued a career within DevOps, and in the process of learning, Python, Kubernetes, Ansible, Terraform and Docker.

### Mind Recruitment Group (MRG HEALTHCARE) – Medical nursing recruitment agency.

Technical Recruitment and Operations Manager – March 2018 – January 2022

Mind Recruitment group is a large private sector organisation that provides medical locums to NHS and Private hospitals on temporary short, mid, and long-term contracts. My role at **MRG HEALTHCARE** was to source NHS business contracts, implement software's and policies, and manage a team of recruitment consultants.

I successfully managed to lead the sales up to £1,000,000 per annum as well as successfully bidding and attaining contracts in Wales, England, and Northern Ireland.

- Creating policies and procedures of 'good recruitment practice' 'Candidate generation, whilst analysing Public Sector Hospitals staffing issues and then creating a plan of action.
- Conducting meeting workforce planning meetings with Senior managers of NHS Hospitals to understand their recruitment needs and create a plan of action to reduce recruitment pressures, i.e., targeting an implementing new strategy to engage a pool of candidates
- Managing a sales team of 15 individuals which has grown to £300,000 in sales.
- Implementation of recruitment software's and ATS tracking software
- Liaise with stakeholders to conduct quality and improvement checks, i.e., relative bodies such as RQIA (Northern Ireland Nursing Body), Care Inspectorate (Scotland Nursing Body)
- Create monthly KPI compliance reports to regulated bodies which includes policy and bid writing which I have created over 30 company policies of that are nursing recruitment and selection and temporary staffing recruitment and selection policies.
- Implementation and management of Invoice Finance solutions, which includes factoring and finance facility management, of that was managing invoice finance team and give a general breakdown of monies generated and financial report tracking for the business.
- Strategically mapping out areas of business development and managing consultants in reaching monthly and quarterly targets.
- 360 recruitments for doctors around the U.K

#### **8-week break – travelling and planning for next role**

#### **Croydon University Hospital NHS TRUST (NHSP)**

**July 2017 – October 2017 – Regional Recruiter for Croydon Hospital and Surrey and Borders Hospital -**

Client relationship building role, which has seen me manage the recruitment and retention within Croydon University Hospital and Surrey and Borders Hospital. I solely manage the recruitment for Registered Nurses and Health care professionals across two trusts; this includes creating and managing corporate events as well as forming and managing the whole interview process.

- Managing recruitment sales pipeline
- Advertising new vacancies on job boards e.g. Indeed, REED and total jobs.
- Directly working with CRMS and Hospital directors in creating strategies to minimise agency spend.
- Creating recruitment events for health care professionals and registered nurses.
- Conducting ward visits and financial reports on cost savings,
- Overlooking compliance checks for all nurses and health care professionals.
- Proving technical support to staff members, departments, Doctors, and healthcare workers.

#### **Imperial Health Care Trust**

**Patient Liaison Co-ordinator– February 2017 – July 2017 (moved closer to home to look after my aunt)**

This role has seen me work with Doctors and Health Practitioners in a technical role where I am needed to analyse and co-ordinate patients' symptoms and data to deeply understand what illnesses they could have and what Doctor would be best suited in treating them.

- Managing over 200 emails a day regarding patient referrals and GP referrals and then co-ordinating them to the right department or solving any urgent issues myself.
- Directly responsible for co-ordinating patients that require treatment for Cancer, Urology, and respiratory symptoms
- Liaising with Doctors to verify what patients need urgent treatment
- Managing NHS Database of patient details through four Hospitals within the Imperial Health Care Trust
- Providing technical support to staff members, departments, Doctors, and healthcare workers.

### **Your World Healthcare**

#### **Recruitment Consultant – Pharmacy Division - November 2015 – January 2017**

This role has seen me work directly with NHS professionals in placing locum Pharmacists within specialties such as, Oncology, General wards, Acute medicine, Dispensary, and renal.

- Liaising with NHS Hospitals in sourcing Pharmacists on a locum basis
- Managing Job board advertisements, e.g., on REED, INDEED and CV-LIBRARY
- Conducting reference checks
- Account Management of NHS Pharmacy departments
- Working closely with staff banks in matching experienced candidates to fill hospital requirements.
- Developing strategies on job boards to attract locum Pharmacists
- Working within the NHS frameworks in ensuring all Pharmacists and Pharmacy Technicians are fully compliant and able to work for NHS trust

### **INTERESTS**

---

My greatest passion aside from work is practicing boxing and giving back to my community. I regularly attend the gym and practice boxing to a competitive level. I have a real passion for other cultures, and I enjoy embracing the atmosphere whilst I am abroad, I have visited many countries through Europe, South America, and Asia. This has led me to develop cultural awareness within third world countries.

I also have a real fascination and admiration for technology. This consists of all types of technological appliances, whether it is a mobile phone or gaming. I have also completed a Cisco course whilst at college and have a strong understanding of computing and what it involves.