



Mohammed Kamara

Flexible Analyst

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Languages

- Arabic
- English

About

Personable, athletic and talented.

BRANDS WORKED WITH

- Alpha Business School
- Bethlem Royal Hospital.
- Creative Culture
- Croydon University Hospital
- Frenzy Brands LTD
- Harvey Nichols
- KING SAUD UNIVERSITY
- Kings College Cancer Data Services, Data Tracker
- Kings College Hospital
- Lambeth CAMHS Data Administration
- Lambeth Hospital
- Mitsubishi UFJ Securities One
- NHS Professionals
- Ofgem
- Southwark Council
- St Pancras MHCAS & Hospital

Experience



● Compliance Analyst

Ofgem | Sep 2022 - Apr 2023

- Effectively working with Suppliers to ensure compliance with Energy Company obligations 4 (ECO4)
- Assisting in the development and implementation of scheme audit program's
- Supporting complex, high value compliance data with accuracy, working to strict internal and statutory deadlines
- Assessing supplier submissions including notifications, end of year reports and data
- Ensuring processes in the team and guidance given to suppliers are accurate, legally robust and continually improved

● Data Tracker

Kings College Cancer Data Services, Data Tracker | Jun 2022 - Aug 2022

- Utilising data software's such as PIMS, SCR, EPR, BREASTLIVE, CRIS and ESR to update the department of the live pathways of current Cancer patients at Kings College Hospital Trust. This also includes working from home.
- Working closely with the MDT Coordinator's, Managers, Nurses and Consultants to meet Cancer Data Targets for the NHS. Through emails, notes, and Teams meetings.
- Attending Multi-disciplinary seminars where we track and make notes on the Consultants decisions of Cancer Patients pathway at the Trust

● Ward Administrator

Lambeth Hospital | Mar 2022 - Apr 2022

- Diary, EPJS & Shared drive Management for all staff at the OPTIMA ward

● Data administration

Lambeth CAMHS Data Administration | Dec 2021 - Feb 2022

- Utilising incumbent data quality and governance tools such as: EPJS, Power Bi and Demming. To update and preserve the Lambeth CAMHS Data Quality Assurance model.
- Extracting data from these software and tools with Microsoft Excel, to maintain programme records and clients status records; by working closely with: Programme Managers, Doctors and work-stream leads; to ensure accurate management and governance of data quality.

- Highlighting problems and anomalies in monthly caseload data quality, then solving them with the clientele's respective Care Co-ordinator and Lead Practitioners.

- **Full-Time**

St Pancras MHCAS & Hospital | Jun 2021 - Nov 2021

- Data Management from Carenotes with Excel; updating, calculating and organizing Covid Vaccination spreadsheet for Camden rehab and Recovery Managers and Directors across the 5 divisions within the hospital
- Safeguarding data quality assurance trained, updating any missing fields on S42.1 and S42.2
- Updating KPI's on Carenotes: Ethnicity, Accommodation, Employment and Smoking status
- Updating Care Program Approach (CPA) patient information on Carenotes, involving KPI's, safeguarding issues and medical reviews
- Submitting fortnightly Covid and Master spreadsheet reports to all team managers
- Data Management from Carenotes with Microsoft Excel

- **Administration Assistant**

Kings College Hospital | Feb 2021 - Mar 2021

- Utilized Pims, EPR, ERS and Medisoft for data administration in Ophthalmology Department

- **NHS Professionals Ward Administrator**

Bethlem Royal Hospital. | Dec 2020 - Feb 2021

- Working with Excel & EPJS/ Office 365 & Microsoft Teams shared drive /Minute taking & Ad hoc admin duties
- Working with Mental Health Act to administer and update records of confidential information for Consultants, Managers and clinical team with the aforementioned software's
- Producing patient discharge summaries for Junior Doctors and Consultants with Microsoft Word

- **NHS Professionals Administration Assistant**

Croydon University Hospital | Aug 2020 - Dec 2020

- Using Microsoft Excel, CERNER appointment booking and Outpatient referral system to administer over 100 daily inpatients for CUH. Then coordinating confidential information for the operation of tasks for the clinical team, Doctors, Managers and Administration colleagues for the whole CUH



- **Administration Assistant**

NHS Professionals | Jun 2020 - Aug 2020

- **ENGLISH TEACHER**

KING SAUD UNIVERSITY | Sep 2019 - Apr 2020

- Teaching Students aged 18-24 through digital (smart boards and education softwares) and traditional learning platforms
- Pre lesson planning
- Lecturing and working with programme co-ordinator to deliver high quality teaching standards
- Following and maintaining University education methodology from teaching culture, passing termly teaching assessments and marking standards
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- **CELTA Teacher**

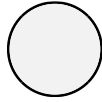
Alpha Business School | Jul 2019 - Aug 2019



- **Operations Assistant**

Harvey Nichols | Jun 2018 - Dec 2018

- Assisting the Operations Department Manager with day-to-day stock and operations management of the 1st floor
- Utilising Microsoft Excel, Word & Merret software for stock management and administration
- Weekly reports to Managers, updating them on the state of stock affairs for the floors e.g., stock imports and exports. Communicating with regional stores with the transfer of stock to and from Knightsbridge



- **Business Development Intern**

Creative Culture | Sep 2016 - Oct 2016

- Supporting new business director, researching leads and prospects and identifying business opportunities, data entry and management
- Delivering sales mailing strategy, cold calling, preparing presentations and business meetings
- Attending networking events and client meetings
- Other clients- and project-related tasks such as proofreading and editing in mother tongue

- **Business Development Intern**

Frenzy Brands LTD | Feb 2016 - May 2016

- Market segmentation and client targeting through online and offline research
- Meeting selected clients and presenting marketing platform to close a deal
- Entrusted to contribute to the Company's 2015 Business Report because of my useful research findings

- **Week Insight Intern**

Mitsubishi UFJ Securities One | Aug 2014 - Aug 2014



- **worker and Marketing Assistant**

Southwark Council | Jun 2011 - Nov 2018

- Face-to-face work with young people, professionals and businesses to support Southwark Council clients
- Designed and delivered presentations to senior management
- Organised company representatives to work in partnership with Young Advisors in Southwark Council to promote business opportunities and attend events
- Assisted the Manager in conducting environment and leisure project assessments within Southwark
- Managed and organised schedules for 30 colleagues, using Microsoft Excel

Education & Training

2014 - 2018

- **Regent's University**

BA (Hons) International Business-,