

Hassan Abu Shahin

CONTACT

Eastern Province
Saudi Arabia

E-mail: Habushahin12@gmail.com
Phone: M: +(966) 503550211
T: +(966) 13-852-5340

OBJECTIVE:

Seeking a stable position in HR field/Business Administration where I could utilize my skills and knowledge while contributing to organizational growth.

EDUCATION

Bachelor's of Science, Economic and Business Administration

September 2012 — June 2015

Western Oregon University

- Dean's Honor Roll March 2014
- Dean's Honor Roll June 2014
- Dean's Honor Roll March 2015
- Dean's Honor Roll Winter 2015

HONORS AND AWARDS

State of Oregon (House of Representatives)

Recognized and awarded by State of Oregon (House of Representatives) for earning Honor Roll for Winter 2015 term at Western Oregon University.

WORK EXPERIENCE

Civil Work's Company LTD

February 2016 — Present

HR/Payroll Coordinator

- Review employees time cards to check for work hours compliance.
- Execute times-hit attendance.
- Processes annual leave vacations and personal vacations.
- Respond to inquiries from employees and resolve any issues that may transpire.
- End of Service benefits.
- Prepares new employee contract.
- Schedules meetings and interviews as requested by the HR director.
- Ensuring new hire paperwork is completed and processed.
- Assisting with the recruitment and interview processes.

Samsung Engineering

June 2009 — December 2010

Electrical Operator/Technician

- Saudi Aramco project DHT

Noor Grocery

January 2009 — May 2009

Cashier

- Cashier Agent

TRAINING

- Data Entering And Word Processing

SKILLS

- MS office (word, Excel, and Power Point)
- Fluent in Arabic and English Language Skills
- Role Model with the ability to lead and motivate
- Ability to work and perform under pressure with effective time management skills
- Self starter, positive attitude and flexible.

REFERENCES

- References available upon request.