

Hussain Al-Ahmed

Nationality: Saudi
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Birthday: 31 Dec 1983

Professional profile:

A dependable and self-learner. Experienced (12+ years) in Business Administration working in international companies. Having a broad knowledge in various sectors, and comprehensive knowledge of corporation and business infrastructure and systems. Adaptable with a good grip of analytical and methodical approaches to problem solving, ensuring consistent-high standards service delivery. Forward-thinking, determined, and resourceful in getting useful results. Able to communicate concisely at all levels, internally and externally.

Education and Qualification:

Diploma: Executive Secretary, Grade 4/5 (2007)
Institute of Public Administration, Saudi Arabia

Professional Achievement:

- Review agreement & contract, in addition to preparing PR "Purchase Request", PO "Purchase Order", and Change Orders to fit with end user requirements.
- Handling materials logistics for projects in EPCo which save time and make sure project done within the time frame successfully.
- Establishing & managing proper communication & coordination between Alkhobar & Jeddah office to avoid miscommunication and workflow goes smoother.
- Successfully arrange & coordinate company events requirement for Board Members Meetings which build up company brand and provide high standard quality service which fit executive levels.
- Suggest and implement of Administration Service system in MPC Ma'aden Phosphate Co. in beginning stage to keep record tracking and distribute tasks within the departments successfully.

Working Experience:

FreeLancer:

Feb 2022 - Mar 2022

**GRO, Government Relation Officer
China Construction Arabia Limited**

Perform an overview about procedure and company situation of renewal of governmental licenses (Investment license, Commercial Registration, update of Article of Association).

Oct 2020 - Feb 2021

**Translation of Articles from Arabic to English,
Mercado-East**

Jul 2020 - Dec 2020

**Office Manager of CEO (5 Months),
Tala Construction Company, KSA**

Nov 2017- Dec 2019

**Senior Administrator
EPCO Environment Power Company, Saudi Arabia**

- Report Immediately to GM, German nationality.
- Helping HR Dept. in organizing employees' records, benefits.
- Support Finance department with varies tasks include contacting suppliers, asking for verification, help with costs and budget within the organization.
- Attended the ISO9001 Lead Auditor course to establish manual for the organization.
- Handling company announcements and circulars.
- Create, Review, implement, improve, and verify policy, procedure, and flow chart.
- Define, distribute, and raise awareness of responsibilities in the organization.

- Prepare prequalification documents, and any official documents to be submitted to clients E.g.: Sabic, Maaden, Saudi Aramco & affiliates.
- Problem solving of Administration services by using root cause analysis and raise awareness within the organization.
- Coordinate project team requirements of housing, transportation, material delivery.
- Translate documents between Arabic and English languages and vice versa.

Jul 2012 – Oct 2017 MANAGEMENT ASSISTANT
EPCO Environment Power Company, Saudi Arabia

Joined a German company which belong to Standardkessel Baumgarte group in a startup phase and reporting directly to GM.

- Responsibilities of Eastern Region Administration services. “Suppliers, Hotels, Logistics offices”
- Taking care of visitors and guests and make sure of transportation to sites.
- Handling GR Government Relations. e.g.: Ministry of Labour (MOL), Passport office, General Organization for Social insurance (GOSI), Department of zakat and incoming Tax (DZIT), and Saudi Arabian General Investment Authority (SAGIA).

Aug 2010- Jun 2012 Transportation Coordinator III
MPC Maaden Phosphate Company, Saudi Arabia

- Review and initial approval of policy & procedure with administration manager.
- Organize and arrange for shuttle busses inside plant & Employee Transportation within Eastern Region from Dammam, Alkhobar, & Jubail to Ras Al Khair.
- Managing vehicle requests, delivery, assignment and follow up.
- Ensuring all vehicles are properly maintained or repaired.
- Proactively addressing, resolving problems and issues in relation to Administration services, ensuring consistently high standards are maintained.
- Managing for the entire department invoicing process, ensuring payment is made promptly by using Oracle system.
- Assuming a temporary housing supervisor role, organizing company housing administration and maintenance. Coordinating housing unit allocation based on eligibility criteria, resolving any queries or complaints, and escalating to the manager where necessary.

Aug 2007- Jul 2010 EXECUTIVE SECRETARY
MPC Maaden Phosphate Company, Saudi Arabia

Working in General Service dept. on the beginning stage of the Company and handling below tasks:

- Providing Administration services manager with Arabic and English correspondence typing, meeting scheduling and minute taking.
- Analyzing in company policy and related matters.
- Supervise hotels and transportation bookings.
- Welcoming new employees including VP, Departments GM's, Senior management and provide the necessity.
- Preparing reports for transportation, reservations.
- Organize and prepare minutes of meeting for department meetings.
- Being a secretary for 9 people (Different Nationalities).
- Preparing and sending organization circular memo.
- Other accountabilities include tea boy and janitor supervision, new employee and visitors greeting, stationery order management, telephone query handling and other ad-hoc tasks.

Training Courses:

Construction Math Foundations
(Oct, 2020) LinkedIn Learning

NASBA Managing in a Matrixed Organization
(Sep, 2020) LinkedIn Learning

Data Science & Analytics Career Paths
(Sep, 2020) LinkedIn Learning

Using March Madness to learn data Science,
(May, 2020) LinkedIn Learning

Developing Managers in Organizations,
(May, 2020) LinkedIn Learning

Gain Internal Buy-in for E-learning Training
(Mar, 2020) LinkedIn Learning

Accounting & Financial statement Analysis,
(Jun, 2018) Udemy,

Theory of Closing Deals, (Mar, 2017)
Cardone Sales University, USA

The Perfect Sales Process, (May, 2016)
Cardone Sales University, USA

Selling Basics, (May, 2016)
Cardone Sales University, USA

How to Design & Deliver Training Programs,
(Apr, 2020) LinkedIn Learning

Organizational Learning & Development
(Feb, 2020) LinkedIn Learning

ISO 9001 Lead Auditor PECB,
(Nov, 2017) Tamkene Saudia Training Center, DMM

Incoming Call Course, (Feb, 2017)
Cardone Sales University, USA

Understanding The Buyer, (May, 2016)
Cardone Sales University, USA

**Specialized Translation (Contracts and
Official Letters) (Eng-Ara, Ara-Eng)**
Talal Abu-Ghazaleh Graduate School of
Business, Amman, Jordan

Skills:

Communication skills
Typing Speed: English 56 W/M, Arabic 40 W/M
Presentation skills
Self-Motivated
Initiative Leader
Team worker
Problem solving
Self-study
Work under pressure
Meet deadline.
Attention to details.

Further Skills:

I.T. Proficiency : Oracle system, MS Office, Typing speed (English 56 WPM, Arabic 45 WPM).
Languages : Fluent Arabic & English.

Personal Details:

Interests include Pencil Drawing & Reading (13 books in 2021, 17 books in 2020, 24 books in 2019, 36 books in 2018, 32 books in 2017, 22 books in 2016).

Most reading concentrated on:

1. Understanding how Human think.
2. Building company cultures
3. How to effect on people and make them better.
4. How to define personal and organization goals.

References:

Name: Abdulrahim Alyusuf

Position: Manager Administration

Company: MPC Maaden Phosphate Co.

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E-mail: Rahim.alyusuf@gmail.com

Name: Sulaiman AlQahtani

Position: Director, HSE & IS

Company: MPC Maaden Phosphate Co.

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