

Hussain Alsanawi



Al Aasa, Eastern reign,
Saudi Arabia



+966554924107
+966500453336



h.alsanawi.1986@hotmail.com



<https://www.linkedin.com/in/hussain-alsanawi-748a11159/>

Objective

A fresh graduate of Business (Economics) currently looking for an entry-level Administrative business jobs to assist in the best way possible with a leading company works in an intensive professional manner and offers tremendous career growth opportunities. Where my analytical, economic and business skills will be fully utilized.

Education

2014-2018 Lakehead University, Thunder bay, Ontario

Bachelor of Economics (Economic).

2019-2020 Queensland University of Technology, Brisbane, QLD

Bachelor of Business (Economic).

Experience

HR specialist in Program since 25/07/2021

Keeping all documents related to employees in their own files and follow up regarding personnel procedures. Managing the archive and data of the company's employees. Audit to government departments for matters related to personnel affairs when requested to do so. Management and follow-up of all relationships and transactions of the institution and employees with government and official agencies. Also, follow up on the office needs.

Projects approach:

(EFB338) Contemporary Application of Economic Theory.

The Project title is Water resources management. It is a group focus project to solve a critical issue that most of the world face and our project focused on Australia. Our responsibilities were to intend policy to implement a heavy towards the water usage in the agricultural industry, whereby the funds will contribute towards the improvement in irrigation technology. We collaborate with the Australian Government to sit up all the policies and advise us to implement our ideas into this project.

Skills

- **Software:** Knowledge in using Microsoft Office such as (Word, PowerPoint, Outlook and Excel) Also Expert in using Email and internet and interested in learning any other program as well.
- **Teamwork:** using skills as an individual or as a member of a team.
- **Problem solving** being system practitioner in solving problem and analysis the issues has become.

Personal skills: Critical Thinking, Communication Skills, Project Management and Desire and ease to learn new information and skills

Certificate:

English for Post-Secondary Education course

Customer Attraction Sectors

International Accounting Standards in the Public Sector - Part One

Human Resource Management

Effective communication in the work environment

Executive Secretarial and Office Management

Dealing with reviewers and Beneficiaries

Labor Education according to Saudi Labor

Language Arabic
English