

HASSAN ALZAYER

ADMINISTRATIVE ASSISTANT - HR COORDINATOR

Eastern Region, SA | +966563660274 | Hassan.alzayer477@gmail.com

PROFILE SUMMARY

Results-driven administrative assistant with five years of experience in human resources, project management, customer care, and other administrative roles. Holding a Bachelor's degree in Business Administration from Maryville University in Missouri, USA. Seeking a challenging administrative role where I can apply my knowledge and skills to help speed up the work efficiently.

PROFESSIONAL SKILL

Communication
Quick Learning
Multitasking
Emotional Intelligence

TECHNICAL SKILL

Payroll Administration
Microsoft Office
Invoicing and Billing
Health Insurance Processing

WORK EXPERIENCE

Administrative Assistant - HR Coordinator

2018 - 2022
Khobar, SA

Al-Hoty Co.

- Prepared and reviewed compensation and benefits packages.
- Administered medical insurance programs.
- Forecasted hiring needs and ensured recruitment process run smoothly.
- Processed contracts, expense reports, and invoices.
- Maintained organizational charts and detailed job descriptions along with salary records.

Customer Service Representative

2017 - 2018
Khobar, SA

Abu Diyab Rent a Car

- Built positive working relationships by interacting with all customers.
- Handled customer complaints and provided appropriate solutions.
- Assisted customers with additional retail services including alterations and special orders.
- Handled phone, email, and social media enquiries with consistent customer care across multiple channels.

EDUCATION

Bachelor's Degree in Business Administration

2012-2016
Missouri, USA

Maryville University
GPA: 3.58/4.00

COURSES & MEMBERSHIPS

Professional Development Course in SAP & Enterprise Software
Member of Delta Mu Delta Origination.