

HUSSAIN Adnan MOHAMMED



HUMAN RESOURCES MANAGEMENT

CONTACT

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Eastern Province
Saudi Arabia

LANGUAGES

Arabic

Native Speaker

English

Professional Proficiency

SKILLS

- Teamwork
- Time Management
- Advanced skills using Microsoft office programs
- Performing well under pressure
- Flexibility to perform various tasks
- Excellent communications skills across multiple disciplines and cultures
- Strong team ethics and ability to relocating

OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my experience.

WORK EXPERIENCE

Recruitment Coordinator & HR Coordinator

Eastern Trading & Contracting Company (ETE Group) ~ DEC 2018 – Present

- Search for candidates by LinkedIn, Bayt.com & Social media Ads.
- Analyze CV's and make a shortlist of Approved candidate.
- Coordinate with approved applicants by email and phone to interview them.
- Issuing Job offers and sending them to approve candidates.
- Schedule orientation for new employees.
- Dealing with Manpower Agency for overseas Recruitment.
- HR Duties (Transfer Employee – Increments – Issuing Letters – Making employment contract for new employee)

Industrial Cooperative Training Program

Saudi Aramco ~ April 2018 – June 2018

- Create invitations for Aramco employees.
- Reserving key rooms for meetings.
- Booking courses for Aramco staff and arranging the details of these courses.
- Arranging temporary access for contractors.

EDUCATION

Diploma in Human Resources with grade of (EXCELLENT)

Institute of Public Administration, Dammam - Saudi Arabia

- Cumulative Point Average (GPA) 4.94 out 5
- Graduation date May 17, 2018

ACHIEVEMENT

Certificate in Social Insurance System Course

GOSI, 2021

Certificate in recruitment and training specialist

Estinhadh al-hemam for training and human development, 2020

Certificate in recruitment and training specialist

Ethari, 2020

Certificate in Identification of training needs

Ethari, 2020

Certificate in Human Resources Planning needs

Ethari, 2020

Certificate in UITC for Data Entry and Computer (Microsoft Office Tools)

2017-2018

*References available upon request**

