

# HR ADMIN

## NEZAR AL-HUSSAIN

COORDINATOR - HR & ADMIN

### CONTACT

Eastern Region  
Saihat City

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### PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable in HR & admin department.

### EDUCATION

Alison  
Diploma in HR, 2018

### LANGUAGES

- Arabic
- English

### WORK EXPERIENCE

#### SAFAMI Co.

HR & Admin Coordinator

MAY 2016 - PRESENT

- Act as the point of contact between the Company and Central Admin.
- Maintaining & Maintenance of all employees files.
- Book travel arrangements.
- Create and update records and databases with personnel.
- Manage the flow of documentation within the HR & Admin department.
- Review and update existing contracts, passport and Iqama.
- Assist in the onboarding process for new hires.

#### JOUD United Company Ltd.

General Administrative Assistant

JUL 2015 TO DEC 2015

#### Bussma Real Estate Co.

General Administrative Coordinator

FEB 2015 TO JUN 2015

#### Ali A. Tamimi Trading & Contracting Co.

Entry Data

DEC 2010 TO APR 2014

### COURSES

- Introduction to HR Functions.| 31 Oct 2017
- Fundamentals of Management.| 1 Nov 2017
- Introduction to Strategic Planning for HR.| 14 Jan 2018
- Presentation Skills.| 13 Jul 2020
- Planning of HR.| 24 Sep 2020
- Administration Creativity.| 26 Feb 2021

### SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under multi-task
- The ability to follow instructions and deliver quality results
- Microsoft Office Programs
- Speed Printing