

Mohamed Abbas Alhasan

Work History

- 2021-10
- 2022-01
- Logistics Document Coordinator (Internship)**
Radhi Alhobail Group, Dammam
- Analyzed Documents for Information (Weights, Quantities, Units, Origin, HS codes, etc.).
 - Fasah: Data & Document Entry, Producing Initial & Final Bayan Reports.
 - Worked with Documents related to SFDA, GHAD, SABER, SGS, Chemical Permtions, Exemptions, & Container Shipping lines.
 - Coordinated with Clients to fetch required documents.
 - Resolved Issues that may occur afterwards.
 - Daily job reports & etc.
- 2021-01
- 2021-05
- Administrative Assistant**
Al-Ahsa Governorate Municipality , Alhofof
- Cooperative Education Student

Skills

- Microsoft Office: Word, Excel, PowerPoint, Outlook Mail
- knowledge in Saudi labor law , GOSI, MADAD, labor Office
- knowledge in usage of SAP ERP and chameleoan ERP
- English Language (STEP 92/100)
- Self Learning & Development
- Business Communication
- Analytical Skills

Education

- 2015-08
- 2021-05
- Management Information Systems, Bachelor of Science**
Imam Abdulrahman bin Faisal University , Dammam
- College of business Administration*
- Haram Podcast Production Coordinator. (2019-2020)
 - Volunteering team Member. (2019-2020)
 - Member of CBA Club. (2019-2020)

Courses

The Fundamentals of Digital Marketing - Google
Advanced Excel: Pivot Table & Charts - IAU
Introduction to Cybersecurity - Cisco



Info

Email
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Address
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Citizenship
Saudi Arabian

Date of birth
1997-06-22

Marital status
Single

LinkedIn
<https://www.linkedin.com/in/mohamed-alhasan>

Interests

Technology Solutions
Management & Business
Logistics & Supply Chain
Human Resources