

☆ HUSSAM A. AL-DHAMEN ☆

BACHELOR'S IN BUSINESS ADMINISTRATION

EXECUTIVE SUMMARY

Seeking a position at a firm where I can make a positive impact on the firm by improving office administrator efficiency, through utilizing my computer skills, exceptional time management skills, and tapping into my overall body of experience as an administrative employee, working incredibly and immensely under extreme pressure and multi-tasking day to day Operations.

SKILLS AND KEY STRENGTHS

- SAP Logon 750 (SAP NetWeaver & ESS)
- Q-Pulse 7 (Web & Windows Based)
- Business Process Solution Management (BPSM) for Incident Reports (IR's)
- MS Office (Excel, Word, PowerPoint, Access, and Dynamics AX)
- IT Skills (Previously Majored in IT)
- Design & Edit (CS5-CS6, Adobe Illustrator, Canva, MS Office)
- Procedural Knowledge (Critical Thinking & Problem Solving)
- Researching, Writing Reports & Speech Writing
- Public Speaking, Oral & Written Communications Skills
- Bilingual: Fluent in English & Arabic
- Speed Writing (ENG)

CONTACT AND INFO

☎ MOBILE: +966558419333

✉ EMAIL: oncores@outlook.com

✈ LOCATION: Eastern Region, Qatif

♂ BIRTH DATE: 27/03/1998

♡ MARTIAL STATUS: Single

REFERENCES / RECOMMENDATIONS

Mr./Prof. (Abdullah Al-Jofi) a.aljofi@arabou.edu.sa

Mr./Prof. (Ahmad Al-Haija) a.alhaija@arabou.edu.sa

WORK EXPERIENCE

Administrative Assistant (Operation Secretary)

Farabi Petrochemicals Co., January 2nd, 2022 to Present, Contract/Full-Time. (Jubail Industrial)
Handling all Operations Related to Plant - Administrator/Secretary Under the Operation Manager Head Count Officer (Emergency Building Marshal Assistant) - Scheduling Meetings - IT General Activities - System Related Activities in Q-Pulse 7 - PO & PR Related Activities & Transactions in SAP NetWeaver - GRN/SES (Service Entry Sheet) in SAP - Employee Related Activities in SAP/ESS Document Controller - Arranging & Organizing Events - Technical Safety Officer "EHSS Coordinator" for Base Plant Safety (Hot/Cold Work Permits during Plant SHUTDOWN) - Training Engineers: How to Use SAP for PR's - Creating New Material ID's for Procurement in Both (Q-Pulse & SAP) - Time Sheets for Employees/Contractors - Implemented a New Idea & Organized Approach for Safety Meetings, Approved and Applauded by Managers - Responsible for Gas Detectors Recalibration & Safety for Base Plant Activities - *Currently Assigned as a High Learning Value Incident Secretary, Reporting Directly to CEO & VP, and to the Whole of The Company in Jubail & Yanbu - Preparing Presentations for the Royal Commission - Also, Currently Assigned as a Culture Improvement Committee Spokesperson for Internal Company Reports, Alongside the Superintendent.*

HR Officer

Al Motawa Trading Company, 2021 to 2021, Trainee/Internship. (DAMMAM)
Assist Management Update the Policy - Save Documents - Update Data - Publishing Job Offers on Social Media - Involved in Recruitment & Interviews - TimeSheets and OT for Employees

Accountant Receivables' Assistant

Al Motawa Trading Company, 2021 to 2021, Trainee/Internship. (DAMMAM)
Ensure Payments - Save/Record Transactions - Secure Revenue by Verifying and Posting Receipts - Solve Any Discrepancies.

EDUCATION



Arab Open University

Bachelor's Degree in Business Administration (Systems)

September, 2016 - July, 2021 - Dammam Branch

TRAINING COURSES & CERTIFICATES

- Procurement & Sourcing Introduction _ (Rutgers University: USA, New Jersey)
- Strategic Procurement & Sourcing Conclusions _ (Rutgers University: USA, New Jersey)
- Successful Negotiations: Essential Strategies & Skills _ (University of Michigan)
- HR and Administrative Development.
- HR Specialist Skills.
- Computer Skills in Administrative Work.
- Modern Administration and Administrative Qualification.
- Public Relations.
- Modern Work System and Social Insurance.
- Modern Management Technology.
- Writing Reports and Administrative Letters.
- Smart Management and Job Performance Development.
- Distinguished Business Management Basics "Essentials of Distinguished Biz Mgmt."
- Supervision and Administrative Organization.
- Career Excellence and Work Environment Development.
- Training for Key Users from Departments for SAP/ESS _ (FARABI Training)
- Strategic Planning and Change Management.
- Managing Administrative Documents and Digital Archiving.
- Process Deployment Awareness Session for FIMS in Q-Pulse _ (FARABI Training)
- Canva Specialist (Web-Editing Website).
- Quality Incident Reporting "Non-EHSS Issues" Awareness Sessions _ (FARABI Training)
- FIMS Internal Audit Program _ (FARABI Training)
- Saudi Bachelor's Degree Certificate _ Very Good - 2.92/4.00 GPA (Arab Open University)
- United Kingdom Bachelor's Degree Certificate _ Second Division, 1st Class Honours (UK Open University)