


# HASAN ABDALLAH ALSHEHRI

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 DHAHRAN, KSA

## PROFESSIONAL STATEMENT:

Would like to join a professional company or government organization that actively participates in the country development and enable me to add value in the success and progress of the organization with my various experience in Business Development, Human Resources, Contracting, Procurement, Real State and Supply Chain Management.

## EDUCATION:

**Bachelor of Business Administration:** (Imam Abdulrahman Bin Faisal University), Dammam, KSA (August 2015 to May 2019) , **GPA** 3.35

**Diploma of Computer (Network Technology):** (September 2007 to June 2009)

## EXPERIENCE:

**Gulf Riyadh Company Limited:** Worked for 7 years from September 2014 to date and has the following experience:

- Worked with Human Resources Department as HR Specialist. Working to hire talent candidates of Saudis and Expatriates to satisfy the Company manpower requirements. Participates in preparing Job Description.
- Processing all related on-line functions with government departments such as Ministry of Human Resources and Social Development (MHR&SD), GOSI, Municipality, Medical Insurance, Civil Defense, Zakat and Passports Department.
- Coordinated many Customs Brokers authorities, customs clearance and logistics activities with Logistics Services Unit in the Company.
- Worked as Petty Cash Buyer with Procurement Department.
- Participated in business development of the Company in terms of increasing sales, obtaining new contracts, handling Zakat and Banks requirements with Accounting Unit and debts collections.

**Dhahran Real State Office:** from October 2010 to July 2014  
Worked to market, prepare contracts and manage properties.

**Mobily Company:** from July 2010 to September 2010  
Worked with Customer Services & Call Center Department.

**Al-Abdulkarim Holding Company:** from August 2004 to April 2007  
Worked with Information Technology Department as Computer & Network Technician for 3 years.

## SUMMARY OF SKILLS:

- Fully aware of Ministry of Human Resources and Social Development (MHR&SD) , General Department of Passports Laws, Medical Insurance and GOSI Regulations.
- Proficient in using Microsoft Office Programs, Excel, Words and Internet.
- Fluent in Arabic, speaks and writes very good English.
- Completed several text courses and on-line courses on Human Resources, Time Management, Total Quality Management and other Business Management courses.