

WAFI AWAD HASSAN

Email : wafialwafi@hotmail.com Address: Petromin - Alnawras

Mob : +966-502818851 Al-Khobar, Saudi Arabia

To be the part of a team of hi-caliber professionals for challenging and new assignments and responsibilities, thus sharpening my own professional skills, while at the same time, contributing my best to the overall development of the organization and achieve the goals required.

SKILLS:

- Excellent communication skills (Both English & Arabic).
- Hands on experience in HR(government& Relations & agreements) · Specialized in handling core experienced HR function
- Handling Employees Grievances and find the solutions.
- Creativity in the workplace and the creation of new systems in departments. · Leadership team to achieve the desired targets.
- Develop strategies required to achieve the desired results.
- Strong leadership skills.
- Analytical skills.
- Organizational skills.

EDUCATIONAL QUALIFICATION

- 1) Bachelor's degree in Economics and financial and banking sciences from the University of Science and Technology(Completed 2 Years).
- 2) General Secondary - Scientific Section.

COMPUTER SKILLS:

- Operate any version of windows operating system.
- Expertise in Microsoft office.
- Excellent typing skill.
- Familiar with MS outlook.
- Great experience in Oracle and SAP programs.

WORK EXPERINCE

Al-Ammri constriction Group. (02Fub 2005 to 13Aug 2007) Mani Company,

Alkhobar, Saudi Arabia. (18Aug 2007 to 12Sep 2020)

Wafi Awad **1**

HR COORDINATOR & ASSISTANT

Main Responsibilities:

- Coordinates meetings, work schedules and makes related arrangements. Maintains calendars and schedules.
- Answers and screens calls, takes messages, redirects calls or provides information; • Drafting, editing and proofing memos and written correspondence;
- Follows all relevant government relations procedures so that work is carried out in a controlled and consistent manner.
- Acting as a coordinator for official documents (visa, permits, application/renewal, etc.) so they can be processed in a timely manner.
- Processes all applications for visas, work permits, residence permits, identity cards, etc. of employees.
- Perform other related duties.
- Processing and drafting contracts for employees.
- Timetables for the completion of the business and its requirements. • Help employees solve their problems and give suggestions that will help them in creating a safe working environment.
- Reload the old mechanisms of action and devise plans for a new workflow. •Implementation of the directives of the administration and raise proposals regarding the •performance of the work of the staff.
- Full knowledge systems vacations, salaries and end of service and put him arrange it. •Assistance in all aspects of administrative management, and maintenance manual. •Coordination between departments and operating units in the resolution of administrative problems and operational day.
- Prepare business correspondence (often using word processing programs, spreadsheets, and computer programs display).
- Managing files and contracts.
- Raise the level of business.

Wafi Awad **2**

ADMINISTRATIVE AND EXECUTIVE

Main Responsibilities:

- Supervising the daily routine operations in the company and supervising the members of the work team.
- Recruiting, training and evaluating the performance of employees and taking necessary action if necessary.
- Developing and reviewing administrative systems, processes and policies. • Plan, schedule and organize all activities that occur within the office such as meetings, job interviews,.
- Supervising special projects and verifying that they are working according to the company's goals.
- Processes all applications for visas, work permits, residence permits, identity cards, etc. of employees.
- Perform other related duties.
- Processing and drafting contracts for employees.

PERSONAL DETAILS:

Name : Wafi Awad Hassan

Sex : Male

D.O.B : 31 March 1980

Nationality : Sudan

Marital Status : Single

Languages known : Arabic, English.

Iqama number : 2039161811

DECLARATION:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

WAFI AWAD ALHASSAN