



ahubailhu@gmail.com



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Dammam, Province,  
Eastern Province 32621

## EDUCATION

Diploma of Higher Education: Healthcare Security Program **Saudi Commission for Health Specialties**, Dammam, Eastern Province, June 2021

Bachelor: Business Administration and Management **University of Indianapolis**, United States, May 2020

- GPA: 3.51 out of 4.00
- Dean's List Semester II 2017
- Member of Honor Roll 2017-2018
- Member of CUM LAUDE

Diploma of Higher Education: English Language **ELS Language**

# HUSSAIN AHUBAIL

## PROFESSIONAL SUMMARY

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Hardworking individual with skills in word processing, time management and scheduling. Analytical problem-solver comfortable working in fast-paced environments with minimal oversight. Excellent skills in HRIS systems and file management systems.

## WORK HISTORY

January 2012 - April 2014 **KING ABDULAZIZ PORT - Data Security Analyst**, Dammam, Saudi Arabia

- Reviewed breaches of computer security procedures and developed mitigation plans.
- Recommend improvements in security systems and procedures.
- Conducted security audits to identify vulnerabilities.

October 2010 - December 2011 **AHUBAIL GENERAL SERVICE OFFICE - Office Manger**, Tarout, Saudi Arabia

- Solved customer issues and disputes through careful research and active communication.
- Maintained, organised and stocked teller areas.
- Coordinated daily cash reconciliation in high-volume location.

## SKILLS

- Implementing security programmes
- Designing security controls
- Microsoft Office
- Policy and procedure development
- Health and safety statistics
- Risk assessment development
- Occupational Health and Safety
- Fire risk assessments

**Institute**, United States,  
April 2016  
Attended educational  
courses

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## LANGUAGES

**Arabic:** Native language

**English:** C2

Master or proficient

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## CERTIFICATIONS

- OSHA 30 Hrs NASP.
- Risk Management 10 Hrs.
- NASP 30 Hrs General Industry.
- 30 Hrs General Safety Education.
- Evacuation Operations.
- British Occupational Health and Safety 10 Hrs.
- First Aid.
- Yellow Belt Certification.
- Health Care Security Program Certificate & license.