

Mohsen Qasim Alhassan
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Saudi
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OBJECTIVE

A highly motivated, and a goal-driven individual, seeking for a suitable position where I can use my skills and experience. Moreover, I would like to work with other professionals to develop my skills, which will allow me to further contribute in the field of career.

EDUCATION

- **Bachelor Degree of Business Administration - Human Resources Management.**
King Faisal University. Graduation Date: January (2021)
- **English For Business Administration Certificate.**
English Place Academy.

EXPERIENCE

- **Human Resources Officer**
Abaad Company. **September 2021– Current**
 - Responsible of recruitment by fulfilling the company's job vacancies with qualified candidates.
 - Preparing and reviewing and updating employee's files to ensure proper filling.
 - Dealing with governmental platforms such as GOSI ,Qiwa, Muqem, Mudd , HRSD, Absher.
 - Responsible of employees affaires such as, issuing health insurance, vacations, complaints, deductions, overtimes, resignations, and calculating end of service benefits.
- **Administrative (COOP)**
Saudi Irrigation Organization. **August 2020 – December 2020**
 - Involved with the head of the department in processing the manpower of the organization .
 - Participated in updating employees data ,like their job titles, departments, and units.
 - Select and filter qualified resumes and provide them to the supervisor.
 - Contacting the applicants to set a date for interviews.
 - Maintaining the applicants database through the organization system.
 - Ensuring new hire paperwork is completed and processed.
 - Provide administrative support and type letters as requested.
 - Updating and activating employees job cards when needed.

TECHNICAL SKILLS

- Microsoft Office Excel & Word & PowerPoint.
- (ERP) Odoo System.
- (ERP) Dafater System.

PERSONAL SKILLS

- Working within teams and independently.
- Capability on how to manage priorities.
- Able to adapt in work environments.
- Relationship builder.
- Good communicator.
- Fast learner.

LANGUAGES

- **Arabic** : Mother Tongue (Native).
- **English** : Advanced level of English proficiency.