



# HUSAIN HELLES

I am flexible, reliable and very hard working.  
Mature team worker keen to time.  
Open to all challenges and every new learning skills.

- Jeddah, 16 April 1984
- Palestinian
- Jeddah, Al-Safa dist.
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## EDUCATION

- **Bachelor Of Computer Science**  
Saba'a University | 2002 TO 2006

## PERSONAL SKILLS

- Client Relationships.
- Presentation & public speaking.
- Negotiation.
- Sales Planning and execution.
- Motivation for Sales.
- Professional in XL & V lookup.
- Training and coaching.
- Leadership & team management.

## TECHNICAL SKILLS

90%

Maintenance & Troubleshooting

70%

Networks

90%

ISA Server

80%

Active Directory

50%

SQL Server

40%

Microsoft Dynamics AX

## LANGUAGES

ARABIC

ENGLISH

## WORK EXPERIENCES

### ● IT Administrator

Shaaban Steel Co. | March 2007 TO June 2017

- ◆ Manage information technology and company's computer systems.
- ◆ Plan, organize, control, and evaluate IT and server data operations.
- ◆ Training employees to use the system and all related IT hardware.
- ◆ Communicating job expectations and appraising IT performance.
- ◆ Design, develop, implement, and coordinate systems, policies and procedures.
- ◆ Contributing to company's system analysis and KPI updating.
- ◆ Ensure security of data, network access and backup systems.
- ◆ Act in alignment with user needs and system functionality to contribute to organizational policy.
- ◆ Identify related IT problems and implement strategic solutions.
- ◆ Preserve assets, information security and control structures.
- ◆ Managing company's website and social media.

### ● Sales Executive

Mobily - NCBS | March 2018 TO March 2021

- ◆ Sales representative for Mobily business sector.
- ◆ Managing more than 100 key accounts.
- ◆ Identifying selling prospects and clients' contracts.
- ◆ Maintaining relationships with clients by providing support, information, and guidance, researching, and recommending new opportunities, recommending profit and service improvements.
- ◆ Preparing professional reports by collecting, analyzing, and summarizing information.
- ◆ Reporting any changes on customer demands and predicting future sales.
- ◆ Sales plan execution within the company requested KPIs.
- ◆ Contributes to team effort by accomplishing related results as needed.
- ◆ Maintains professional and technical knowledge by attending business related workshops, reviewing professional publications and establishing personal networks.

## Attended Courses & Workshops

- Presentation skills.
- The Basic Tools of Project Management.
- Internal Quality System Assessors Course ISO 9001:2008.
- The Implementation of Balanced Scorecard in Strategic Management.
- Strategic Planning Executive Briefing.
- Diploma in Secretary.
- Course in Computer Maintenance.
- Course in Adobe Photoshop.
- Diploma in Network.
- Course in Oracle (SQL, PLSQL & Developer).
- Course in VB.Net Language.