

Hassan Zaki Alawami

Management Student At KFUPM

Contact

- +966532030207
- Hassan.z.awami@gmail.com
- Eastern Province, KSA
- Hassan Alawami

SKILLS

Business Communication

Time Management

Leadership

Teamwork

Microsoft Office

VOLUNTEER

KFUPM Volunteering Day

KFUPM | FEBRUARY 2020

A member of Elham (Inspiration) initiative committee which targeted children and orphans.

LANGUAGES

Arabic (Native)

English

OBJECTIVE

Seeking an opportunity in the field of Human Resources where I can utilize my knowledge and enhance my skills in a well- established organization.

EDUCATION

King Fahd University of Petroleum and Minerals (KFUPM) Saudi Arabia

Bachelor of Science in Management

SEPTEMBER 2016 – PRESENT

- Expected graduation in August 2021
- GPA 3.27 out of 4 || Major GPA 3.53 out of 4
- Concentrated on Human Resources Management
- Related courses
 - Human Resources Management
 - Management of Innovation and Change
 - Strategic Management
 - Organizational Behavior
 - Procurement and Supplier Relationship Management

WORK EXPERIENCE

Alkhorayef Petroleum Company, Dammam

Procurement Trainee

JANUARY 2021 – PRESENT

- Helping to research potential suppliers
- Negotiating pricing and contract terms of agreement
- Issuing POs and follow up for delivery
- Handling suppliers RFQs
- Comparing and evaluating offers from suppliers
- Maintaining updated records of purchased products, delivery information and invoices
- Coordinating with warehouse staff to ensure proper storage
- Observing to review quality of purchased products
- Drafting reports on purchases including cost analyses