

# Mohammed Hussain Alfaran

Eastern Province | 0537441450 | [Mhalfaran@hotmail.com](mailto:Mhalfaran@hotmail.com)

## EDUCATION Bachelor of Science in Business Administration,

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Summer 2020 Youngstown State University – Youngstown, Ohio  
Williamson College of Business Administration – AACSB Accredited  
**Major:** Human Resource Management  
**GPA:** 3.25/4.0

## RELEVANT COURSEWORK

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Basic Public Relations, Principles International Business, Managing Individuals in Organizations, Fundamentals of Management, Selection, Training and Development, Importance of Customer Services, Emotional Intelligence, Service Concept

## WORK EXPERIENCE

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Gulf Marine Equipment – Eastern Province, Saudi Arabia

### Administrator

August 2020 – November 2020

- Monitor all the store locations and give some advices, providing suggestions to improve sales productions.
- Maintain the company social media accounts.
- Upload and update the products information on Amazon site.
- Manage emails, letters, and some invoices.

Malath Insurance Company – Khobar, Saudi Arabia

### Motor Claim Processor

April 2010 –February 2011

- Applied company procedures and policy to evaluate insured claims.
- Processed interviews and document information about accidents or damage.
- Collected data from adjusters and appraisers to discuss claims with customer service representatives on behalf of customers.

Gulf Marine Equipment – Eastern Province, Saudi Arabia

### Cashier

March 2000 – November 2006

- Monitored cash flow daily by performing cash register counts and balances.
- Provided high quality customer service by greeting customers upon entrance, accurately inquiring about product needs, and providing suggestions when asked to optimize customer experiences.

### Driver

- Delivered fishing equipment's to buyers and other stores locations

## NOTABLE SKILLS and CERTIFICATION

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Institution of public Administration – Riyadh, Saudi Arabia  
**Associate of Insurance Operation, 2010**

Ideal Institute of Technology – Dammam, Saudi Arabia  
**Associate of Computer Science, 2006**

Lean Six Sigma Greenbelt, September 2016

Proficient in Microsoft Office products, including Word, Excel, and PowerPoint

## **HONORS and ACTIVITIES**

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King Abdullah Scholarship Program (KASP)  
X Culture – Global Collaboration Certificate  
Dean’s list: Youngstown State University

Summer 2013–Summer 2020  
October 2018  
Spring 2017, Fall 2018,  
Spring 2020