

# SALEM BASWAID

## Electronic Engineer & HR Officer

### CONTACT INFORMATION

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Nationality: Yemeni – (Son of Saudi citizenship)

### SUMMARY

An HR Officer equipped with over four years of experience in HR and administrative procedures and policies. Also, two years of experience as E&I Engineer. Key strengths include practicing and implementing policies and administrative procedures of human resources and personnel affairs.

### SKILLS

- Influence speaking of **Arabic & English.**
- Intermediate in **Spanish.**
- Professionist in **Ms Office** programs (**Word, Excel, PowerPoint and Outlook**)
- Skillful with **Arduino Uno, SQL.**
- Quality customer service.
- Strong interpersonal skills
- Mastering roles of recruitment, interviewing, archiving.
- Having the basics engineering skills such as testing, calibration, measurement and troubleshooting.
- Adhere to guideline.

### WORK EXPERIENCE

#### **Doosan Heavy Industrial & Construction Co. 1546 MW, – FPCC Project, Fadhili – Jubail**

##### **E&I Assistant's Engineer**

**09/2019–03/2020**

- Perform the tasks of diagnosing and providing direction in the repair of the electrical system.
- Installation of race way system, JB, conduit pipes and Panels
- Testing, inspecting and dealing with RFI, Measuring and calculating the tools and preparing the BOQ.
- Cable laying and Insulation Resistance and Continuity Testing and Measurement of earth resistance in plant.
- Monitoring all electrical apparatus periodically.

#### **Doosan Heavy Industrial & Construction Co. 1546 MW, – FPCC Project, Fadhili – Jubail**

##### **HR Administrative Assistant**

**07/2017–08/2019**

- Managing the recruitment cycle, from responding to enquiries, arranging interviews, completing job offer paperwork and supporting successful staff induction.
- Compile and prepare daily & weekly reports, documents, scheduling and termination paperwork.
- Excellent organizational / planning skills, and ability to maintain accurate records.
- Mastering the banks contracts such as bank guarantee bonds, extension, liquidation and etc.
- Dealing effectively with colleagues, using appropriate interpersonal styles and methods to reduce tension or conflict.

#### **Extensya Telecommunication Co., - Zain Company Project, Al- Khobar**

##### **HR Assistant & Recruiter**

**07/2016–06/2017**

- Documentation, presentation, arrange meetings and create new records as necessary.
- Recruited & managed new customer service candidates.
- Preparing warning, termination, resignation and government letters.
- Preparing and calculating financial rights and complete termination paperwork.
- Scheduling meetings, interviews, HR events and maintain agendas.

**Extensya Telecommunication Co., - Zain Company Project, Al- Khobar  
Call-Center Agent & Supervisor**

**06/2015-06/ 2016**

- Handling 60+ customer interactions per day, giving details, friendly and politely.
- Obtaining and evaluating all relevant data to handle complaints and inquiries.
- Recording details of comments, inquiries, complaints, and actions taken.
- Keeping the queue of calls under control by serving over 80 customers per hour.
- Investigating and solving above 90% customer service complaints.

**Attaman Construction Co. - Al- Nawras Housing Project Al- Khobar  
Instrumentation Technician**

**06/2014-05/2015**

- Cable laying and Termination of Instruments and Junction Boxes.
- Routine Maintenance of Motor, Batteries, Lighting system.

**Siemens Company. - Saudi Railway maintenance project, Eastern Province, Dammam-Riyadh,  
Instrumentation Maintenance Technician**

**06/2013-09/2013**

- Worked as a technician under the Cooperation program provided by the College. Our work was to Maintain, calibrate and make a preventive & corrective maintenance for the railway and its stations.

**E D U C A T I O N**

**Dammam Technical College, Eastern Province**

Bachelor's degree in Industrial Electronics & Control Engineering Technology, 05/2019

GPA: 4.55/5, (Upper-Second Class Honours)

**Jubail Industrial College, Eastern Province**

Diploma degree in Instrumentation & Process Control Technology, 09/2013

**C R E D E N T I A L S   A N D   L I C E N S E S**

- **IELTS** English Exam Test, 2017
- **German Language A2** level from Goethe Institute , 2016
- **ISA** International Society of Automation, 2013

**R E F E R E N C E S**

"References Available Upon Request"