

## **Résumé.**

# **Hussain Hashim AlTwaileb**

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### **Personal Information:**

**Nationality:** Saudi  
**Gender:** Male  
**Date of Birth:** 26, January 1993  
**Marital Status:** Single  
**Languages:** English (fluent), Arabic (native)

### **Contact information:**

Qatif city , Eastern Province, Saudi Arabia.  
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### **Educational History:**

**Graduated from Technical College at Qatif Accounting major with 4.82 out 5.00 GPA**

### **Employment History:**

- **Futai-Arabia from May 06, 2014 to November 08, 2016**

I have been employed with Futai-Arabia from 2014 to 2016. I was holding the position of Admin Assist which was responsible for:

- Timekeeping & material purchasing
- Scheduling employees vacations
- Coordination with Saudi Aramco for ID scheduling, vehicles sticker & temporary access requests
- Preparation for Refinery & Terminal Safety Orientation.

- **GAZZAZ from August 03, 2017 to December 12, 2019**

I'm working with GAZZAZ trading as sales & customer care agent in Khobar Dhahran.

### **Employment Objectives:**

I am currently looking for a position with a company that has a proactive approach to developing and improving the technical skills for Saudi employees.

### **Skills & Expertise:**

- Computer Skills (Including Microsoft Office Word, Excel, Outlook, PowerPoint)
- Excellent time coordinator
- Good communication skills
- Expert in Designing programs & Adobe Photoshop
- Professional photographer