



Hussain Adnan Mohammed



CONTACT

 Hr.mh828@gmail.com

 546328867

LANGUAGES

ARABIC | [Fluent](#)

ENGLISH | [Very Good](#)

SKILLS

- Team Worker
- Time Management
- Advanced skills using Microsoft Office programs.
- Performing well under pressure
- Flexibility to perform various tasks
- Quality driven with focus on management satisfaction
- Excellent communication skills across multiple disciplines and cultures
- Strong team ethics and ability to relocating

INFORMATION



Name: Hussain Adnan Alawi Mohammed
Date Of Birth: 19/11/1994
City: Sayhat, Eastern Province
Marital Status: Married

OBJECTIVE



To work in a firm with a professional work driven environment where I can utilize and apply my experience.

WORK EXPERIENCE



Dec2018 – Present | **Eastern Trading & Contracting Company (ETE Group) Recruitment Coordinator:**

- Search for candidate by LinkedIn, Bayt.com & Social Media Ads.
- Analyze the CV's and make a Shortlist of Approved candidate.
- Coordinate with approved applicants by email and phone to interviewing them.
- Issuing the job offer and send it to the candidate.
- Make Orientation Schedule for new candidates.
- Welcoming new candidates.
- Dealing with Manpower Agency for overseas Recruitment.

April - Jun2018 | **Industrial Cooperative Training Program in Saudi Aramco**

- Creating invitations for Aramco employees.
- Evaluating the Professional Development Program.
- Reserving key rooms for meetings.
- Booking courses for Aramco staff and arranging the details of these courses for them.
- Booking courses for Aramco staff and arranging the details of these courses for them.
- Arranging temporary access for contractors.

EDUCATION



Institute of Public Administration, Saudi Arabia, Diploma in Human Resource Management with a grade of (EXCELLENT) Dammam, Saudi Arabia.

- GPA 4.94 out of 5
- Graduation year May 17, 2018.

ACHIEVEMENT



- | | | |
|-----------|--|--|
| 2020 | | Certificate in Recruitment and training Specialist from Ethrai |
| 2020 | | Certificate in Identification of training needs from Ethrai |
| 2020 | | Certificate in Human Resources Planning needs from Ethrai |
| 2020 | | Certificate in Recruitment and training Specialist. |
| 2017-2018 | | Certificate in UITC for Data Entry and Computer(Microsoft Office |
| 2013 | | Certificate in Quest Language Studies, Canada for English |
| 2012-2013 | | Summer training program Certificate in Taife Arabi |
| 2011 | | Certificate in ALezdhar Institute for Languages and Computer |

Referenes Available on Request