

HUSSAM ALZHRANI

Translator I



PROFILE

A social personality that is hardworking and devoted to the organization values. A person looking for a challenge and has the ability to work under tight deadlines. While I am a team player, I am confident in leading and taking decisions when necessary. When delegated a task I take pride in what I do and how I do it.

CONTACT

PHONE:
059-997-6775

EMAIL:

Hussam1430@yahoo.com

SKILLS

Computer	95%
Mic Word	95%
Mic Excel	80%
Arabic	100%
English	90%

EDUCATION

Widener University- USA

2008 – 2010

Completed 60 hours under Electrical Engineering major.
(Bachelor degree not done yet)

The Pennsylvania Language Institute- USA

2007 - 2008

Completed coursework through level 9 in the intensive English program.

Al Quds High School- KSA

2003 – 2005

WORK EXPERIENCE

2017 – 2021, Special Training Section Assistan Trainer Vinnell Arabia - Riyadh

- Ranger and Sniper Training interpreter.
- Developing and organizing ranger and snipers PIO in Arabic.
- Working for training schedules (section 10) by Excel.

2015 – 2017, Training Simulation Section Interpreter/ Translator Vinnell Arabia - Riyadh

- Manage training location and align with MNG review attend.
- Making training tables and scenario with senior trainers.
- Working on students' qualifications and reports.

2014 -2015, OPM I/T

Vinnell Arabia - Riyadh

- Through that period, I have been working directly with HRD manager as an admin and OPM coordinator.
- Publishing the Job Vacant and going through all process
- Receiving and responding emails between HRD and other departments.
- OPM employee's paper works.

2012 – 2014 TAHER AL SAHER TRAD. & CO. EST, Office Administrative, Purchasing Department Jeddah

- Coordinating between companies departments.
- Making the agreements papers and payed agreements.
- Administrative correspondence.