

Mohammed Hussain Al Rashed

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Overview A professional with more than Nine years in assets, HR, and sales experience. I exemplify leadership qualities and professionalism, supported by a consistent, verifiable record of achievement.

Experience Tamimi & Sihati company - AL Khobar
Personnel Coordinator

January 2011- April 2011

- Entering new employee data into the system.
- Receive requests for vacations and resignations to prepare the finance settlement.
- Receive all employee requests and inquiries to resolve it and provide advice to them.
- Receiving and following up requests for transfer of sponsorship and verifying that the transfer has been done.
- Verify the process of opening bank accounts for new employees whose salaries are in cash with the branch coordinator.
- Update personnel data on ERP to prepare the necessary reports and statistics if needed.

Al Kifah Holding Company - AL Ahsa
Assets Coordinator

November 2011 - September 2019

- Collect Inventory reports from all branches for verification and reconciliation between system & actual data on a monthly basis
- Compare the codes for new assets with current codes before Issuing to avoid duplication and mistakes.
- Create and maintain the physical files of all assets for internal auditing and records maintenance.
- Inform Finance department about any new purchase of fixed assets by submitting the original documents.
- Execute the standard operating procedures for the sale of assets to complete the process of assets sales.
- Maintain the records of assets transfer between branches to avoid duplications in reports and system.
- collect the required data for the annual budget from all the branches in order to prepare the Annual Budget report
- Update Master Data file of assets on a weekly basis to ensure accuracy of data.
- Prepare the assets utilization, cleaning, Accidents and renewals to modify the monthly scorecard information.

Mobily Company - AL Khobar
Customer Service Representative

February 2020 - Till Now

- Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Recommend potential products or services to management by collecting customer information and analyzing customer needs.
- Prepare product or service reports by collecting and analyzing customer information.
- Identify and assess customers' needs to achieve satisfaction.
- Provide accurate, valid and complete information by using the right methods/tools.
- Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution.
- Greet customers warmly and ascertain problem or reason for calling.

Education & Training Courses

- Networking Diploma, AL Ahsa Technical College - Saudi Arabia.
- Cisco Certificate for Networking (CCNA 1,2,3,4).
- Cyber security Course.
- Computer hardware maintenance and technical support course.
- Training Course in the Labor Office.
- English Language Course - 3 months.

**Skills &
Ability**

- Team Work
- Analytical skills
- Excellent Coordination & Communication skills
- Attention to Details
- Office program (MS- Excel & MS – Word skills)
- Accounting/ ERP software knowledge
- Accounting Standards & procedures
- Ability to multi-task, prioritize and manage time effectively
- Product Knowledge
- Negotiation skills & Problem Solving

Languages

Arabic : Mother Tongue
English : Good

References

References & Supporting Documentation Furnished Upon Request.