

Hassan Almansoor

Saudi Arabia 32466

+966544306775 Hassanalmansoor7@gmail.com

LinkedIn: <http://linkedin.com/in/hassan-almansoor-07871133a>

PROFESSIONAL SUMMARY

Highly motivated and detail-oriented Mathematics graduate with strong analytical and problem-solving skills. Professional in statistical analysis, data interpretation, Adept at applying mathematical concepts to real-world problems, optimizing processes, and making data-driven decisions. Strong logical reasoning, critical thinking, and attention to detail. Excellent communication and teamwork skills, with a passion for continuous learning and innovation. Seeking an opportunity to leverage analytical expertise in data analysis, finance, operations, or related fields.

EDUCATION

King Faisal University - Al Hufuf, Eastern Province | Bachelor of Science

Mathematics, 09/2019 - 01/2025

CERTIFICATIONS

- Certified Associate in Project Management CAPM

WORK EXPERIANCE

PAYROLL SPECIALIST | 04/2025 - Current

Sasec Engineering - Khobar, Saudi Arabia

- Collaborated with HR to resolve discrepancies, resulting in improved accuracy in records
- Ensured timely disbursement of salaries by adhering strictly to payroll schedules.
- Utilised advanced Excel skills to create up-to-date reports.
- Documented employee attendance, leave and overtime and updated database.
- Processed payroll and calculated deductions by accurately using SAP to secure payment traceability.

TRAINEE AS FINANCIAL ACCOUNTANT | 06/2024 - 08/2024

Qatif Charity Assocation - Qatif, Saudi Arabia

- Adapted to new situations and learned new skills quickly.
- Worked productively with team members to achieve common goals.
- Showed initiative and willingness to take on new challenges.
- Managed time effectively to meet deadlines.

COURSES

- Introduction to the fundamentals of insurance
- Introduction to Human Resources Function
- Data analysis
- Microsoft Excel
- Introduction to Data and Descriptive Analytics

SKILLS

- Strong Communication skills
- Calm under pressure
- Problem-solving
- Inventory control
- Microsoft Office proficiency
- Public speaking
- Office equipment operation
- Effective delegation
- Knowledge of stochastic modelling
- Decision making
- Project scheduling
- Project Management
- Time-management

LANGUAGES

Arabic

Native

English

Advanced