

Ali Hussain Al Farwan

Business Administration - Bachelor's Degree

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Objectives

Highly motivated person, looking to fill a position in business administration and wishing to use strong communication and leadership skills to help with the upcoming challenges. A great level of commitment and professionalism offered in return for the opportunity to build very valuable experience.

Education

Bachelor's Degree (Business Administration) | Graduation Year: 2023
Rank of excellent with first honor | Grade: (4.96 of 5).
Fahad Bin Sultan University.

Diploma Degree (Human Resource Management) | Graduation Year: 2018

Rank of excellent with Third honor | Grade: (3 of 4).
Dammam Community College - KFUPM.

Senior Project

Fire Extinguisher Ball (FEB).

Internship Stage

Saudi Aramco Company, Duration: 4 months | Grade: A+

Experience

GECAT LIMITED COMPANY (Tanajib & Dhahran)

Planning and Training Coordinator (May 2020 -Nov 2021)

I am currently working with Muheel Company since
31/03/2024 as an administrator in Ajdan project.

Job Tasks:

- Assigned to work on Safety and Control Materials in Tanajib.
- Assigned to work as Planning and Training Coordinator in Dhahran.
- Assigning employees with courses in each major in Dhahran.
- Announcing the courses schedule for each employee.
- Daily employee's safety check (safety workplace, ETC...).
- Assigned to IT support Management.
- Assigned to help with initiatives.

CERTIFICATES & COURSES

- Certificate of completing a training course in the basics of SAP system held from May 2018.
- Certificate of completing a training course in Introduction to SAP ERP Configuration held from May 2018.
- Obtaining an appreciation certificate from the manager of local workforce for presenting an idea related to safety at work concerning fire extinguisher ball.
- I obtained 18 training courses in E-learning website at Saudi Aramco.
- Obtaining a recognition certificate from Project management support service department and an appreciation certificate from Local Workforce expansion division.
- I Obtained a certificate of academic excellence and distinction from His Royal Highness Prince Fahd bin Sultan bin Abdulaziz Al Saud in 02/06/2024.

Skills

- The knowledge of processing SAP system.
- Sincere and Hard worker.
- Quick Learner.
- Expert in Microsoft Office (Word, PP, Excel).
- Teamwork & Leadership.
- Written and verbal communication.