

HASHEM HASAN ALATTAS

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🌐 Saudi Arabia

Objective

I seek to achieve my skills in the scientific and practical fields and to rise to the utmost levels of excellence to reach the best positions, pay attention to the interests of work and employees, as well as achieve general goals in accordance with administrative requirements and through the application of a clearly defined plan for precise structural organization.

Education

● UNDERGRADUATE STUDIES IN ENGINEERING

At Jeddah University

GPA: 4.5

● IELTS ACADEMIC ENGLISH LANGUAGE CERTIFICATE

BAND 5 (2025)

Experiences

● SALES OFFICER

AT SHEIKHA AL ZAIN ESTABLISHMENT | 2022 - PRESENT

- Proposing sales policies, following up on the implementation of sales policies and methods, and developing and evaluating promotional programs.
- Preparing specialized sales-related documents and reports, providing appropriate recommendations and solutions, presenting, explaining, and storing them in a database in accordance with approved policies and procedures.
- Verifying prices and granting discounts within authorized authority, completing the sale, issuing invoices, and collecting the amount.

● COOPERATIVE TRAINING IN HOSPITAL EQUIPMENT MAINTENANCE WITH THE VALUE OF MEDICAL SUSTAINABILITY FOUNDATION (A MEDICAL EQUIPMENT COMPANY) FOR TWO MONTHS.

- Developing and following up on the implementation of security strategies and policies, and ensuring the effective implementation of appropriate security procedures in the facility.
- Evaluating and analyzing security risks at sites, and conducting investigations into accidents and security violations.
- Accurate inspection and analysis to determine the source of problems and malfunctions in machines.
- Understanding of periodic maintenance processes and minor repairs to maintain equipment efficiency.
- Familiarity with occupational safety procedures, adherence to quality standards, and the ability to work in industrial environments that require precision and attention. For details.

● REGULATORY WORK

AT VOCALLY EVENTS MANAGEMENT COMPANY

- Facilitating user authorization, ensuring smooth operations, and compliance with regulatory requirements.
- General supervision of the progress of operations and procedures, and ensuring compliance with all approved systems, regulations, and policies.

Skills

- Microsoft program
- Time Management
- Team Work
- Leadership
- Flexibility
- Crisis Resolution and Management
- Strategic Planning
- Project Organization and Implementation
- Report and Letter Writing

Languages

- Arabic language
- English language