

Hassan Mattar

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SUMMARY Motivated and well qualified employee who works as a **HR and Admin Coordinator** in an enthusiastic and supportive working environment. Professional in handling different administrative tasks related to staff and management. Furthermore, my academic background in **Educational & Counseling** enables me to manage complex situations facing the staff and providing high-quality support and correct advice to develop their capabilities and enhance their performance. I am a very enthusiast and brilliant qualified person, having excellent personal and professional skills. My academic background along with my professional experience enables me to handle the various tasks of any job that is within the area of my specialization, in an effective, efficient and professional manner.

EXPERIENCE **The One Al Hendi Real Estate & Contracting Co. S. P. C.**
Work as HR & Admin Coordinator, since Dec 15, 2013 till Present.



TASKS ACCOMPLISHED

- Handling different management and Secretarial tasks
- Writing generalizations and letters issued by the company
- Managing staff affairs
- Managing company files and documents
- Broad knowledge of the laws of the Ministry of Labor
- Processing different transactions with various governmental institutes like:
 - Ministry of Labor
 - Social Insurance Organization
 - Labor Market Regulatory Authority
 - Nationality, Passport & Residence Affairs
 - Tamkeen
- Ability to prepare reports and databases using MS Excel for different purposes:
 - Recording staff personal information
 - Registering attendance and absence
 - Calculating monthly salaries
 - Counting devices and inventory

EDUCATION

B.S Educational & Counseling

Delmon University, Manama, Bahrain

Graduated 2013

General Secondary School in literary

Shaikh A.Aziz Secondary School, Manama, Bahrain

Graduated 2007



COURSES

- Office Management.
- Human Resources Management.
- General English Language.
- MS Office.

SKILLS

- School Counseling.
- Program Development.
- Experiential Learning.
- Career Exploration
- Cultural Proficiency
- Intergenerational Service Learning.
- Pro-active and able to multi-task.

REFERENCES

Provided upon request.