BUILDING 1183, ROAD 226, BLOCK 602 . KINGDOM OF BAHRAIN  
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**SAYED HUSAIN SHUBBAR ALI HASHIM**



**PERSONAL INFORMATION:  
Nationality:** Bahraini  
**Date of Birth:** 9 May 1995  
**C.P.R. NO:** 950501824  
**Marital Status:** Single

**EDUCATIONS:**

**Sep 2013- May 2019:** B.Sc. In Business Administration – Applied Science University

**June 2010- 2013:** Secondary school – commercial Section

**CERTIFICATES:**Certificate of NSC first aid course .  
Certificate of NSC CPR course.  
Attend edition leaders of tomorrow program in Dhahran KSA.  
Attend GPCA research and innovation summit.

Certificate in General English language, from American Cultural & Educational Center.

**Experience:**

**24 Nov-17 to Present:** Arab Union Construction as Admin Supervisor.

**Main Duties & Responsibilities:**   
1. Supervise constriction labor.  
2. Follow up complains.  
3. Monitor the labor in work area .  
4. Follow up with construction orders.  
5. Writing Monthly- Daily reports about constriction projects.  
6. Solving Daily Work issues.  
7. Follow with HR & Admin. Dept. about labor payrolls.  
8. Receiving and Manage labor leave.

**03 March to 02 May 2019:** Gulf Petrochemical Industries Company (GPIC) – Human Recourse Department – Logistic Services Section

**Main Duties & Responsibilities:**   
1. Answer telephone calls and take messages techniques.  
2. Use and maintain office equipment.  
3. Writing of letters, memo, faxes and notices.  
4. Sort mails, address and dispatch mail (internally and Externally)  
5. Monitor stock level and order stock (stationary)

**03 July-16 to 02 May 2017:** Master Industrial Maintenance.

**LANGUAGES:**

Arabic Fluent written & spoken   
English Good written & spoken

**SKILLS:  
Computer Skills** MS Office (Word, Excel, Power Point, Access)  
 Internet ( Abel to use Internet)  
 Typing (English & Arabic)

**Personal Skills** Enjoy working with teams or as individual.

**INTEREST:**Concerned with technical developments and modern technology.

**REFRENCE:**Available upon request.