

HASSAN ALI ALQASSAB

Document Controller

Riyadh Saudi Arabia

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OBJECTIVE

I would like to have a more challenging job that widens my professional and technical competencies and to contribute to the growth of the company.

EDUCATION —

Embry-Riddle Aeronautical

University

Prescott Arizona US-April 2017

Bachelor of Science in Aviation
Business Administration

Minor in Management and
Airport Management

KEY SKILLS —

Language Skills:

Arabic / English —

(Reading, Writing and speaking).

Communication Skills:

- Highly motivated.
- Strong communication skills.
- Ability for working in a team environment.
- Dynamic and Sociable.

Computer Skills:

- General knowledge in Computer Application
- Microsoft Office .
- Aconex

- shear-point

- Adobe
- Microsoft Teams

EXPERIENCE

JASARA Program Management Company - Document Controller - March 2022- October 2022

Working in Royal Commission for AlUla project Using Aconex Sharepoint Adobe

Arcadis International Saudi Engineering LLC - Document Controller - July 2021 - February 2022

Working in Diriyah Gate Development Authority (DGDA) project Using Aconex shear point Adobe

Aasia Steel Factory Co. Ltd Jubail - Document Controller - May 2020- July 2021

Copy, scan, and send emails, check for accuracy, and edit files, review and update technical documents (e.g., manuals and workflows, timesheets). Distribute project-related copies to internal teams. File documents in physical and digital records. TSO,

Travaux Ferroviaires Jubail - operation manager - November 2017– April 2020

Overseeing, designing, controlling the process of production and redesigning business operations in the production.

Handle day to day challenges, Manage Team & maintain flow of production ensuring that business operations are efficient, and effective requirements. also managing the overall process.

Brosco International Company Dammam

Marketing and Public Relations- March 2008- November 2008

Sales Manager -November 2008- April 2011

Projects

Sky Kids Arizona USA - Social Affairs/Data Coordinator - Nov 2015 - Nov 2015

Saudi Student Club at Arizona State University (SSC ASU)

Social and Cultural Affairs Coordinator - Dates volunteered - Aug 2011 - Dec 2013

American Association of Airport Executives (AAAE) -

Completed Level one of the ATSI Program - Nov 2015

Certified training for lean principles (ERAU) Spring 2017

