

ABDULLATIF MOHAMMED ALHILAL, GSP

Saudi Arabia, Eastern Province. Phone: 0554097779. abdullatifalhilal@gmail.com .DOB: 10/05/1993

Education and Work

C.A.T International Co
Safety Engineer

07/2020

University of Central Missouri Warrensburg, MO
Bachelor of Science: Occupational Safety & Health Management.

2019

- **Board of Certified Safety Professionals** **2019**
- **OSHA Certificate 30 hours** **2019**

Summary

- Proficient Safety Specialist familiar with creating and overseeing safety procedures in Safety data sheets settings. Dedicated to keeping workers safe without creating heavy burdens on team productivity. Looking for a challenging new role with growth potential.
- Motivated Facility Tech with experience providing strong customer service and solving problems. Quick learner with the desire to grow skills.

Skills

- **Office Desktop**
- **Scheduling meetings**
- **Computer proficiency**
- **Customer service orientation**
- **Social Media Manager**
- **Public Relations Officer**
- **Skilled in Microsoft Office**

Experience

Social Service Worker

Saudi UCM Club

- Discussed available program services with potential participants and outlined procedures to facilitate smooth engagement in program processes
- Assisted social workers with building, coordinating and leading programs delivering high-quality students activity support

Office Manager

University of Central Missouri

- Planned and executed successful corporate meetings, lunches and special events for groups of up to 150 groups.
- Evaluated and identified ineffective workflow processes, implementing solutions to improve productivity and personnel performance.
- Improved operational efficiencies, managing work requests, new orders, pricing and changes while coordinating logistics to verify delivery dates.