

C.V

Muhsen
Shaddad

Personal Information

- **Muhsen Shddad Yahya Oqadi**
- Age: 40
- Nationality: Saudi
- Mobile: 0553703497
- E-Mail: Muhsen_shaddad@hotmail.com

Courses

- English course in Saudi Oger.
- Participate in Making Success.
- Fourth Level English course from Gulf Institute.
- Conversational skills in English for beginners.
- First aid course.
- Basics of using English grammar course.
- Personal Development.
- Executive Secretarial Series.
- Managing Stress at work.
- Introduction to human resources tasks.

Qualification

- High School.
- Graduation Grade: Very Good
- Percentage: 89%

Work Experiences

- 9 years as a human resources officer (I-Jazira Pharmaceutical Industries Company) from 31/12/2009 till 05/08/2018.
- Managing Director (Metal Silver & Golden Industries Co. Ltd.) from 21/07/20019 till now.

Job Responsibilities

- Work as an administrative supervisor.
- Work as responsible for buildings, cars and suppliers.
- Dealing with foreign labor companies.
- Responsible for completing work related to government departments (labor office, passports Department, social insurance, etc.)
- Working on employee vacations, including settlement of dues, reservation of tickets, and reentry Visa.

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Duties of Service Supervisor

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- Supervising workers in all factories and securing the necessary labor in the event of a shortage of workers
- Supervising the movement of transport, such as buses transporting workers from the factory and to their places of residence, in coordination with the supervisor
- Supervising the vehicles transporting goods from the warehouse to the distributors daily from the factory and to the distributors' warehouses.
- Supervising the cafeteria and the cooks in the cafeteria, providing the food needed by the kitchen, and making a daily food program
- Purchasing cleaning materials for the factory and securing them daily to clean the factory floors.
- Supervising the stationery warehouse and securing what the administration and factory employees need such as stationery, photocopying papers and others
- Supervising the tea and coffee cafeteria to provide tea and coffee for the management
- Securing the requirements that visitors need, such as hospitality
- Supervising and reviewing invoices and auditing them in coordination with the Finance Department
- Running Foreign labor compnaies

Languages & Skills

- Arabic: Excellent.
- Excellent email and letter writing.
- Willingness to work to improve skills.
- Understand the big picture of the company's goals.
- Ability to work under pressure.
- Seriousness and speed of response.