

Salam Abu Al-Hassan



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J O B O B J E C T I V E

Seeking for a position to utilize my skills and experience in the fields of Executive Administration, Human Resources (HR) and Payroll providing relevant secretarial, administrative, and clerical support.

Location Preference: Kuwait

S U M M A R Y O f S K I L L S

- Experience of executive administrative and secretarial support
- Proficient with MS Office, and operating and maintaining office equipment
- Excellent verbal and written communication skills
- Ability to work on multiple projects and manage time
- Demonstrated ability to maintain confidentiality and work independently
- Skilled in exercising independent judgment and decision making
- Support the development and implementation of HR initiatives and systems.
- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Excellent verbal and written communications skills
- Excellent listening, negotiation and presentation skills.

C O R E C O M P E T E N C I E S

Executive Administration HR and Payroll
Mathematics Teacher (Primary)
Physical Education (PE) Teacher

ORGANISATIONAL EXPERIENCE

Oct'19 – till present The Kuwait Investment Company (KIC), Executive Secretary – Internal Audit Department

Investment Company

Responsibilities

- Assisting the internal Audit Manager in the discharge of the administrative mandates and duties: collecting, organizing, and analyzing data and preparing special reports
- Providing administrative and secretarial support to the Internal Audit Manager
- Drafting, word-proofing, and editing internal and external correspondence
- Scheduling appointments, organizing internal and external meetings, and coordinating meetings
- Maintaining and improving the communicational procedures between the internal Audit Management and the KIC's Audit Committee and avoiding delays.
- Assist to document the audit process and prepare audit findings.
- The day to day administration of the intercommunication activities between the Internal Audit Department and the KIC's various Departments.
- Keeping the books and harmonizing the proper records of the proceedings with the KIC's various Departments.
- Assist in doing the follow-up on the audit assignments given to other auditors and on the general directives and control of all other KIC's Employees.
- Assistance in the Supervision of the administrative activities assigned to the specialized Units in the KIC's Departments, namely the Internal Audit, and all the other pertinent Departments of the Legal and Board Services.
- Work in a team and liase in order to achieve the desired aims and objectives of the KIC Organization.
- Prepare financial statements and present the same to the Internal Audit Management for approval.
- Implementation of special programs initiated by the KIC.
- Work accordingly with external auditors as requested by the KIC Organization.
- Performs other related tasks as assigned by the Internal Audit Management.
- Providing secretarial support such as handling of correspondences/letters requiring the Internal Audit Department Management attention when as directed and needed.
- Performing any special or adhoc duties as may be assigned by the Internal Audit Management.
- Always proactive to having the upper hand in every situation and about every possible outcome in advance.

**Feb'17 – Sep'19 Kuwait University Construction Project (KUCP), as Executive Administrative (Contract)
Sabah Al Salem University City**

Construction Company

Responsibilities

- Manage all internal activities for organization and associate agencies and manage efficient working of all management personnel and prepare all recruitment
- Managing employee records (attendance, personnel records and documents)
- Writing transmittal and letters using the PMCM (Project Management and Construction Management – Primavera) program.
- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Making files special for site municipality violations and following them until it ends
- Receiving and processing incoming and outgoing mail.
- Preparing quarterly, semi-annual and annual forms of assessment, including the percentage, average and comparisons, for contractors, subcontractors and consultants.
- Taking and writing Minutes of Meeting of the High Committee of Major Projects in Kuwait University.
- Responding to the Bureau of Accounting.
- Arranging the engineers' meetings and appointments and sharing them on the outlook calendar.
- Copy, scan and store documents.

Jun'15 – Jun'16

Orbex Trading Co., as Office Manager

The company specialized in Forex Trading provides excellent customer service

Responsibilities

- Working on a range of office software, including email, spread sheets and databases.
- Recording office expenditure and managing the budget.
- Organizing the office layout and maintaining supplies of stationery and equipment.
- Maintaining office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Maintaining office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designing and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Completing operational requirements by scheduling and assigning employees; following up on work result.
- Keeping management informed by reviewing and analyzing special reports; summarizing information; preparing report.
- Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- Contributing to team effort by accomplishing related results as needed.
- Participating in HR recruitment activities (preparing the Job advertising, contact the applicants for screening their resume, attend the interview with the managers, and the induction of the new employees)
- Responding to customer enquiries and complaints while acting as a Customer Service Executive (whenever needed) and manage relations with clients, suppliers and contractors.
- Contributing to customer service tasks by attracting potential customers by answering product and service questions, advising on company information, opening accounts, receiving and responding to customers' account inquiries and recommending potential products or services to customers.

Mar'12 – Nov'14

Kuwait Foundation for the Advancement of Science - (KFAS), as Executive Secretary for the Scientific Culture Manager

Scientific Foundation, Conducting Researches and Scientific Studies Responsibilities

- Organizing and supervising all the details of Conferences, Workshops & Scientific missions.
- Preparing meeting agenda, attend meeting, summarize minutes of meeting.
- Organizing the way of send letters to the CTC, collect required papers, price quotation, attend and summarize minutes of meeting and then follow up with the departments.
- Performing routine, paperless filing, Soft & Hard Copy and secretarial duties of a highly confidential nature.
- Typing and preparing several kind of letters, memos, acceptance letters, incoming letters, outgoing letters & Ordering Suppliers
- Booking flight tickets and making hotel reservations.
- Receiving and sorting outgoing and incoming mail.
- Drafting, compiling and sending all business and personal emails.
- Translating and interpreting Arabic-English, English-Arabic documents and discussions.
- Preparing and organizing requested presentation by PowerPoint.
- Acting as PR responsible for arranging events as a volunteer worker.

Jun'09 – Mar'12
department

Boyua & Amal for General Trading & Contracting Co., Kuwait as Secretary for the finance

General trading company

Responsibilities

- Screening and directing telephone operators.
- Organizing meeting appointment.
- Operating office equipment such as photocopiers, fax machines, switchboards and computers.
- File correspondence and other records.
- Receiving and processing incoming and outgoing mail.
- Writing letters and reporting on behalf of the organization.
- Purchasing office supplies and managing the petty cash of the office.

Mar'09 – May'09

Al-Sarraf International Air Freight Co., as Secretary

Al Sarraf International Air Freight is one of t

Transportation and warehousing Companies in Kuwait. Responsibilities

- Sending the required cargos.
- Following up the cargo status.
- Processing expense reports.
- Maintaining payments records.

HOBBIES AND TALENTS

- Taekwondo Training Kuwait.
- Taekwondo Master Instructor (2004-2008) - School for Taekwondo Jordan.
- Student Instructor (1995 – 2004) - School for Taekwondo Jordan.
- General Sports, Biking, Swimming, Belly Dancing and Aerobics.

EDUCATION AND CERTIFICATION

2013-2016	Bachelor's degree, Accounting, at Arab Open University, Kuwait
2013	Diploma Degree in Human Resources & Management, at Pitman Training Institute, Kuwait, (A nine months course of diploma including courses in Microsoft Office and HR material)
2009	Diploma Degree in Business Administration, at New Horizons Institute, Kuwait
2008	English Language Training Courses, at earth academy institute: Jordan
2006	High school, Scientific at 'Aesha Bent Abi Baker, Jordan
2004	Certified 1st Degree Black Belt with A Gold Medal

PERSONAL DETAILS

Date of Birth: 8 December, 1988

Languages: Fluent Arabic & English

Nationality: Jordanian