

WALID KOUSSA

KCS CAMP, JUBAIL, SAUDI ARABIA
TEL./WHATSAPP: +966 0561158036
WKOUSSA@KETTANEHCONSTRUCTION.COM
WWK5D9@GMAIL.COM
LEBANESE CITIZEN
IQAMA NUMBER: 2235947260

PROFESSIONAL SUMMARY:

Hard-working and passionate Administrative Manager with 10+ years of experience in working in administration department but also experience working as camp boss/manager and as warehouse manager/supervisor. Efficient in performing the administrative and front-desk tasks of large-scale projects, camps, and warehouses. Fluent in English and Arabic. Proficient in MS Office Suite.

WORK EXPERIENCE

[Kettaneh Construction Saudi Arabia, LTD](#) – Jubail, Saudi Arabia

HR & Commercial Manager

February 2007 – Present

- Overseeing and responsible for all administrative and HR duties for all employees, including office, camp, store, and warehouse
- In charge of camp for employees and dealing with all camp needs including housing, energy, food, storage, transportation, etc
- In charge of stores and warehouses dealing with inventory stocks and list updates, organizing stores and warehouses, co-ordinating with site for delivery and availability of all materials needed
- Coordinating and delivering administrative support to all technical departments
- Coordinating with home office for updating of all employee iqamas
- Maximizing cost-cutting measures to monthly expenses without any detrimental effect on productivity
- Coordinating with Government Relations Officer regarding all local laws and regulations
- Dealing with off-site issues involving local authorities ie vehicle accidents, hospital visits, etc
- Acting as liaison between home office and on-site technical management team and project managers
- Supervising all weekly and monthly HR reports
- Preparing and sending monthly employee staff and labor timesheets
- Managing monthly Saudization reports
- Organizing travel for employees for their vacations and final exits
- Ordering all necessary materials and consumables for residence life

- Clients worked with: Aramco, Petro Rabigh, SECO, Farabi, Red Sea Project

Computer Animation – Beirut, Lebanon

VP – Sales & Marketing

December 2005 – November 2006

- Designed marketing strategies for company products
- Directed the design of products to be sold
- Marketed products to customers located in the United States
- Managed customer and client relations
- Coordinated with design team to ensure product exceeded customer expectations

Nassar Trading & Contracting Co. LTD – Beirut, Lebanon

Administrative Assistant to Chief Accountant

September 2004 – October 2005

- Prepared and analyzed budget in relation to expenses, taxes, inventory, auditing control, and salaries
- Facilitated with clients when dealing with expenses, cost control, and inventory
- Monitored cost control in relation to cash flow

INTERNSHIPS

McIntire Business Institute – University of Virginia

September 2000

- Intensive six-week course covering fundamentals of finance, accounting, management, and marketing
- Included guest speakers, case studies, and group projects

Merrill Lynch – Beirut, Lebanon

Analyst and Fund Manager Trainee

Summer 1999

- Worked closely with staff to analyze critical stocks, industries, and companies
- Developed fund portfolios for potential clients

EDUCATION

University of Virginia – Charlottesville, Va, USA

Bachelor of Arts; Sociology Major

May 2000

- Selected courses: Strategic Management Consulting; Microeconomics; Macroeconomics; Introductory Management Accounting; Money, Banking, & Finance; Introductory Financial Accounting
- McIntire Marketing Association, Sept. 1997-May 2000
- McIntire Investment Institute, Oct. 1998-May 2000

American School of Kuwait – Hawalli, Kuwait

Bachelor of Arts; Sociology Major

June 1996

- Standard High School Diploma

LANGUAGES AND SKILLS

Arabic	Mother tongue
English	Fluent
Computer Skills	Microsoft Office (Word, Excel, PowerPoint), WWW

REFERENCES

References available upon request.