

# HASSAN MADI ASIRI

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## CAREER OBJECTIVE:

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Skilled Human Resources Specialist proficient in organizing and closely monitoring administrative operations to ensure continuous efficient and effective workflow. Capable of handling electronic systems and developing procedures to improve performance and enhance organizational compliance. Excellent communication skills and a collaborative spirit to help build a positive work environment and successfully achieve institutional goals.

## EDUCATION:

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- Diploma in Business Administration | **King Khalid University** 2022  
Comprehensive study focused on general management concepts and business organization, with practical understanding of the basics of planning, organizing, controlling, and decision-making within the work environment.

## WORK EXPERIENCES:

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- **Idris Falqi Sons Trading Company** Jan 2023 – Apr 2025  
***Human Resources Operations Specialist***
  - Managed and executed human resources operations through "Qiwa" and "Maqem" platforms to ensure smooth workflow.
  - Monitored and accurately recorded employee attendance and departure times to maintain discipline and attendance control.
  - Handled banking and deduction websites to complete employees' financial transactions.
  - Coordinated with "Mudad" and "Baladi" platforms to monitor employee rights and benefit from government services.
  - Followed up and managed social insurance files and liaised with the Ministry of Commerce to ensure legal and regulatory compliance.

## TRAINING COURSES:

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- Administrative Assistant Skills Course
- Introduction to Human Resources Course

## SKILLS:

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- Proficient in working with Qiwa, Maqem, Mudad, Baladi, Social Insurance, and Ministry of Commerce platforms.
- Skilled in Microsoft Office programs.
- Monitoring employee attendance fingerprint system.
- Managing banking and deduction websites.
- Preparing HR reports.
- Organizing files and administrative records.
- Effective communication skills.
- Flexibility and adaptability.
- Time management and organization.
- Teamwork and collaboration.
- Attention to detail and accuracy.
- Problem-solving skills.

## LANGUAGES:

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- Arabic