

# Hussain Godah

## HOUSING MANAGER

Contact No: 0533359296

Email: Godah@gmx.com

Address: Alkhobar. Al Lulu District

Nationality: Austrian-Husbands of Saudi Citizen

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## EXPERIENCE

### HOUSING MANAGER | KOLIN İNŞAAT | SAUDI ARABIA

2017- 2024

- Plans for and provides one-on-one support, advocacy, mentorship, and resources to the House cohort
- Facilitate positive relationships between the cohort and staff
- Provide information regarding income assistance, legal services, health issues
- Participates in life-planning and supporting the cohort to meet their goals and objectives
- Maintains respectful, effective, open, and honest communication with the cohort and staff
- Maintains management of the security of the House
- Manages staff scheduling, tracks employee hours, and submits timesheets to Payroll biweekly
- On-call at all emergencies (including after hours), and responds on-site in cases such as fire, flood, serious injury, or death
- Assists in the recruitment, selection, and training of all new staff
- Provide input and recommendations to the Executive Director for project proposals and toolkit development.
- Holds monthly check-ins with staff and provides guidance and coaching; evaluates program staff performance and identifies needs regarding personal and professional development.

### Mercedes-Benz | spare parts customer service-AUSTRIA

2013- 2016

- Assist customers and dealers with spare parts inquiries, pricing, availability, and compatibility-external customers (Arabic Countries)
- Process and manage spare parts orders, ensuring accuracy and timely delivery.
- Provide technical support and recommendations for the correct selection of spare parts.
- Address and resolve customer complaints, returns, and warranty claims professionally.
- Collaborate with the warehouse and logistics teams to ensure prompt order fulfillment.
- Monitor stock levels and coordinate with procurement to avoid shortages.
- Track shipments and update customers on delivery status.
- Maintain accurate records of customer interactions, orders, and transactions.
- Utilize Mercedes-Benz's CRM and ERP systems for order processing and reporting.
- Prepare reports on sales, customer feedback, and inventory trends.

## **SAFETY OFFICER | AUSTRIAN POST-ÖSTERREICHISCHE POST AG**

2009 - 2013

- Support the development of OHS policies and programs
- Advise and instruct on various safety-related topics (noise levels, use of machinery, etc.)
- Conduct risk assessment and enforce preventative measures
- Review existing policies and measures and update them according to legislation
- Initiate and organize OHS training of employees and executives
- Inspect premises and the work of personnel to identify issues or non-conformity (e.g. Not using protective equipment)
- Oversee installations, maintenance, disposal of substances, etc.
- Stop any unsafe acts or processes that seem dangerous or unhealthy
- Record and investigate incidents to determine causes and handle worker's compensation claims
- Prepare reports on occurrences and provide statistical information to upper management

## **CERTIFICATES AND COURSES**

Secondary school certificate-Tabuk, Saudi Arabia

- Cyber Security Basics Course
- Safety Course at Austrian Post
- Logistics Course at Austrian Post
- Firefighting and First Aid Course at Austrian IKEA
- Housing Management Course at Aramco

## **SKILLS**

- Patience
- Assertiveness
- Professionalism
- Strong communication skills
- Organized
- Tech-savvy
- An investor mindset
- Quick response times
- Good negotiating skills

## **LANGUAGE:**

- Arabic Fluent
- English Medium
- Deutsch Beginner