

Rawan Muteb Alanazi



EDUCATION

Diploma degree | Institute of Public Administration.

2017 - 2020

Specialized in Executive Secretary with a G.P.A of (4.57) out of (5).



COURSES

- Standardized Test For English Proficiency (STEP).
- Cognitive Ability Test.



EXPERIENCE

Cooperative Training | Princes Nourah Bint Abdulrahman University.

NOV 2019 - DEC 2019

Trained in dealing with writing letters, prepare meeting and PR.



SKILLS

- Microsoft Office programs
- Translation
- Proficiency in Arabic and English
- Work under pressure
- Time work
- Communication



WORKSHOPS

- (Effective diction) implemented electronically from the Institute of Public Administration.
- 2 (RTC Series of Translation Seminar) by Research and Translation Center at Prince Sultan University.
- Executive Secretary series from Dorroob.