

RAHAF ALHOWAISH

Mobile: +966-580919815

E-mail: ralhowaish@outlook.com

Linkedin: <http://linkedin.com/in/rahaf-alhowaish-9465141b7>

Riyadh, KSA

EXECUTIVE SUMMARY

Seeking to obtain a position that will challenge me further while making a significant contribution to the organization, by allowing me to utilize my knowledge as a banking graduate. Organized and motivated individual who is looking forward to be part of growth and success of the organization.

SPECIALIZATIONS

- Excellent interpersonal skills.
- Problem solving and analytical skills.
- Excellent communication skills.
- Technical skills.
- Leadership skills.
- Teamwork.

WORK EXPERIENCE

Training at General Directorate of Health Affairs

26/10/2020 - 10/12/2020

- Receiving, studying, coordinating and preparing purchase orders and searching for suitable suppliers to secure the organization needs.
- Created various Excel documents to assist with pulling metrics and presenting them to give concise understanding of best placement for needed resource.
- Create financial reports.
- Produced high-quality documents,spreadsheets and presentation for internal using MS office.
- Worked with clients to resolve claim issues quickly and efficiently.
- participate in competition analysis work to ensure that it is compatible with the government tenders and procurement system.

EDUCATION HIGHLIGHTS

King Saud University | 2020

- Diploma Degree in banking and Financial Support Services.
- GPA: 4.71 out of 5

COURSES

- Financial performance management | 2021
- Marketing Concepts for Small and Medium Enterprise | 2021
- Basic Skills of Microsoft Excel | 2020
- English Course at Alkhaleej Training and Education | 2018

LANGUAGES SPOKEN

Arabic: Native or bilingual proficiency.

English: Professional working proficiency.