

Rawan Hamoud Al Abdullah

Saudi Arabia – Riyadh · +966 555683379

Kf1530057@coekhf.edu.sa

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PROFILE

A graduate with a major in Small Business Administration, also I have a Cambridge Certificate in English, I have more than 30 certificate Training course, Job experiences and professional training in companies and government departments. I am looking forward to providing for quality and professionalism in the field of business, marketing and customer service. [linkedin.com/in/rawan-alabdullah-365945194](https://www.linkedin.com/in/rawan-alabdullah-365945194).

EDUCATION

OCT 2015 – JUN 2018

Small Business Management, International Technical College – Al kharj

EXPERIENCE

Store Manager, International Al Batool CO. {1 year}

Human Resource Assistant, Ministry of Education. {5 weeks} <<{ training}

- Assistant Manager, Imam Abdulrahman Al Faisal Hospital. {2 month} <<{training}
- Beautician, Abu Zaid Perfumes and Cosmetics CO. {5 month}

SKILLS & LANGUAGE

- An advanced level in information technology in terms of office work, data presentation and analysis, creative reporting (K-W-L), forms-correspondence and administrative letters and drafting them in official governmental and corporate business and writing memos.
- Organization, accuracy and efficient completion of work under any pressure and proficiency in dealing with people of different cultures.
- Excellent knowledge of cosmetics from various local and international brands - professional makeup artist, especially the fantasy type - a hobby of Fine art
- Negotiation skills, persuasion, problem-solving and logical thinking, where solutions guarantee the least losses.
- Self-learning and continuous development in learning languages (French - Spanish - Russian)
- Beginning knowledge of Python, CSS, HTML

CERTIFICATES

- Computer International Leadership ICDL, data analysis, Information Technology,
- Administrative supervision, Tourism Administration, Event management, the management of change, Total Quality Management, Reports management, Human resource planning
- Professional customer service, Executive secretary, Airline reservation and ticketing agent