

Jeddah- ALSafa  
Saudi  
0582807271  
LinkedIn Profile  
rafafilm@hotmail.com

## RAFA MAHER FELEMBAN

**OBJECTIVE** I want to expand my knowledge and increase my skills, which makes me give progress and more success to the company.

**SKILLS & ABILITIES**

- ✓ bilingual, English and Arabic
- ✓ Excellent communication skills
- ✓ Computer literate (word, power point and excel)
- ✓ Able to work in a team
- ✓ Excellent listening skills

### EXPERIENCE

**30<sup>TH</sup> NOVEMBER, 2020- 4<sup>TH</sup> JANUARY2021** BAMBI PERFUME COMPANY.

Responsibilities included:

- Marketed
- Accounting
- stocktaking

**1<sup>st</sup> December, 2019-2<sup>nd</sup> January 2020** Arrow food Distribution Company.

Responsibilities included:

- Organized the files
- Worked in the archive room
- Worked in accounting dep, created an invoice, checked the employee's salary
- Checked the products in the storage
- Created contract between the company and the employees
- Organized the employees time off

**5-10November, 2019** Saned group

- Assisted in organizing attendance and reception and distributing the gifts to the elderly.

**20-24may, 2018** Saned group

- Collected monetary funds for charity.

### EDUCATION

(JUN 2020) BUSINESS ADMINISTRATION AT INTERNATIONAL TECHNICAL COLLEGE IN JEDDAH GPA 4.10\5

