

Rawan Fahd Alsaari

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Objectives :

Improve my scientific and practical skills and get more experience in a field of work that guarantees me a bright future

Experiences

Computer trainer (microsoft office) (**Nov 2020 – to Apr 2021**)

Reports Specialist at (CITC) perfect presentation company (2p) (**May 2021 – to Nov 2021**)

- preparing periodic performance reports (Daily reports , Weekly reports , monthly reports)
- data analysis by using excel
- employees performance report
- calculate the absence

Project Coordinator at perfect presentation company (2p) (**July 2021 – to Apr**)

- Follow up on the issuance of all legal papers
- Preparing contracts for candidates
- Scheduling job interviews and conducting interviews for them
- Supervising the procurement department of projects
- Create project documents, plans and reports
- Collaborate with project managers to provide the necessary support

Courses:

- Cyber security course for 8 days 20 hours
- Train the trainers course 30 hours
- Infographic course
- computer maintenance course
- 5-day technical support course

Education Qualification:

najran University, sharorah , KSA 2018

diploma , Degree College of community service college , computer major
with **EXCELLENT** Grade, (**with second Class Honor**)
and **GPA of (4.62 Out Of 5)**.

Personal Skills:

- Hard working person.
- Quick learner.
- Good in team work.
- Good in time management

Technical Skills:

- Good to use Microsoft Office as Word, Excel and PowerPoint

Languages:

- Arabic: Fluent - English: Good