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# RANIA AL SOLU

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## PROFESSIONAL SUMMARY

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Motivated Energetic employee seeking a challenging position in the Business Administration field to develop my practical skills well-versed in strong communication and organization skills Seeks solutions to problems and applies extensive analytical knowledge to findings Adept at multi-tasking, leading group discussions.

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## SKILLS

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- Computer Ability: Microsoft office Excel, Word and PowerPoint.
- Creativity and Analytical Skills.
- Communication Skills.
- Accuracy and Attention to Detail.
- Flexibility and Work Under Pressure.
- Languages: Arabic and English.
- Schedule management
- Attention to Detail

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## WORK HISTORY

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**Data Entry, 03/2020 - Current**

**Modern Adhesive Products Company**

- Transferring data from paper formats into computer files or database systems
- Typing in data provided directly from customers
- Creating spreadsheets with large numbers of figures without mistakes

**Customer Service, 01/2019 - Current**

**Modern Adhesive Products Company**

- Respond to customer inquiries via phone, email, and live chat promptly and professionally.
- Actively listen to customers, assess needs, and provide accurate information, solutions, and product recommendations.
- Maintain in-depth knowledge of products and services to assist customers effectively

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## EDUCATION

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**Diploma in Business Administration:** Finance, 05/2018

**Imam Abdurrahman Bin Faisal University**

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## CERTIFICATIONS

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- Credit Risk in Banks
- Total Quality Management
- Personal Patterns
- Operation of Human Resources System
- Human resources management
- Customers Service
- Infographic
- Linked in
- Adobe Premiere Pro Cc
- Secretarial & Office Management
- Financial Performance Management
- Microsoft Excel
- Communicate Effectively with Customers
- Introduction to Human Resources Functions