

# NAIF ALRAWDHAN

## CONTACT

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7802 An Nafal, Riyadh

## EDUCATION

➤ **Middle School**

## LANGUAGE

- Arabic 
- English 

## PROFILE INFO

Born in 1987. Hardworking and dedicated to my tasks. Making the most out of my work environment by providing a friendly and professional way of handling my work. Punctual, and make sure my jobs are done in a complete way.

## WORK EXPERIENCE

➤ **Zahrat Al Abeer Trad. Est.** **2016 - 2020**

Working as a Receptionist for 4 years, welcoming and introducing new guests and organizing meetings.

➤ **Rawatim Plastic Factory** **2020 - 2023**

Working as Sales Receptionist for 3 years, handling salesmen and companies trying to approach us, providing them with meeting times and the product pricing.

## MY SKILLS & EXPERTISE

Teamwork



Attendance



Adaptability



Microsoft Word



Microsoft Excel

