

Rawan Abdullah Al-Jahdali

Contact

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- 🌐 Saudi Arabia - Jeddah

Skills

- Microsoft Office programs (Illustrator - Photoshop)
- Prioritizing tasks effectively with a high level of attention to detail
- Time management and punctuality
- Strong communication skills
- The Ability to Negotiate & Persuade
- Skilled in working under pressure
- Team Building & Leadership
- Tact and good-looking

Languages

- Arabic
- English

Objective

I always strive to develop my skills and career advancement, recognize my ability to come up with exciting Interesting & ideas.

Education

- High School

Experience

- **Receptionist**
Lamst Lauren Salon - from 2015 to 2019
- **Data Entry**
First Fix Company - from Oct 2022 to Dec 2022

Courses

- English course
- Executive Secretarial Course
- Entrepreneurial Mindset and Crisis Management Course
- Course in e-marketing
- Customer Service Course
- Stress Management Course at Work
- Course in writing administrative reports and letters
- Lean 6 sigma course
- Microsoft 365 course
- Course in SAP Resource Planning Systems
- Data entry and word processing course