

Rawan Saleh ALsheddi

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PROFESSIONAL SUMMARY

Committed and motivated Administrative Assistant with exceptional customer service and decision making skills. Strong work ethic, professional demeanour and great initiative.

WORK HISTORY

Administrative assistant, 08/2018 - 06/2024

University Co. for education & training – Al-Kharj

- Handled incoming calls for staff, answering questions, directing calls and documenting messages.
- Kept and maintained accurate filing system for preservation of office information.
- Supported staff with administrative needs for photocopying, faxing and filing.
- Received, sorted and distributed incoming mail.
- Helped staff to maximise efficiency by providing clerical and secretarial support.
- Dealt with routine enquiries at reception or by telephone and referred more complex matters to appropriate members of staff

Assistant, 10/2014 - 03/2018

Alrahima Medical Clinics - Riyadh, Riyadh Region

SKILLS

Communication | Presentation | Negotiation | Problem Solving | Microsoft 365 | Customer Service | Time Management | Attention to Detail | Adaptability | Passion for learning and self-development.

EDUCATION

Bachelor: Special Education 05/2017

Prince sattam bin Abdulaziz university – Al-kharj

Diploma: Banking and finance, 10/2022 - Current

king saud university - Riyadh, Riyadh Region

LANGUAGES

Arabic | English |