

# RAWAN ALJURAI

## Social Work

### PROFILE:

I'm Smart, Active, Proactive Committed, self-motivated, and having sense of accountability.

### CONTACT

#### PHONE

0545955930

#### ADDRESS

Riyadh

#### Date of birth

19FEB.1996

#### EMAIL:

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#### LANGUAGES

Arabic

English

### EDUCATION

Princess Nora University 1440 – 2019

• Social Work

### WORK EXPERIENCE

#### Tashel Company

- 2019 - Sales Agent

#### Thimar ALJAZIRAH Company

- 2020 - Government Contracts Coordinator
- 2021 - Document Control Officer and Follow up

### COURSES

- Business Process Management BPM
- Microsoft Office applications
- Human resource tasks
- Skills of Solving problems
- Work technology
- Leading skills

### SKILLS

Leadership

Decision making

Teamwork

Communication

Adaptability

A hard worker

### VOLUNTEERING AND WORKSHOPS

- Volunteering in the association of business for family development
- Volunteering in the foundation of young good nation
- Volunteering in the charitable organization of banyan
- Volunteering in the saudi charity of waqar to support seniors
- Volunteering in the center of jaman to educate Quran