



# Rahaf Almughir

## Professional Summary

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## Work History

### Customer Servies - Seera Group

Dammam, King Fahad Airport

05/2018 - 03/2022

- Delivered services to customer locations within specific timeframes.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Increased customer satisfaction by resolving issues.
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
- Offered friendly and efficient service to customers, handled challenging situations with ease.

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📍 Dammam, 04 11111

## Skills

- Small group leadership
- Adapt to diverse groups
- Group Instruction

## Education

01/2018

**Institute of Public Administration**

Riyadh

High School Diploma