

# Raghad

## Personal Information

Saudi  
26-10-1995  
Riyadh  
0565920610  
Raghad.khayyat@gmail.com

## Khayyat Administrator

Graduate as Business Administrative student currently looking to work in an administrative position in a leading organization with supportive and positive work environment to apply my knowledge and skills the field of business administration in the best way possible to contribute in the organization development.

## EDUCATION

## SKILLS

MS office  
CRM  
Photography  
Leadership  
Teamwork  
Time management  
Work under pressure

**2014 - May'19**  
**King Abdu Alaziz University, Saudi Arabia.**  
Business Administrative science.

**2016 - 2017**  
**Nescot College Jeddah, Saudi Arabia**  
English Language proficiency level | English PET

**2015**  
**Models and their effect on the language of encouragement and behavioral adjustment.**

**2012**  
**Computer data typing course.**

**2012**  
**project management course 2020**

## EXPERIENCE

## LANGUAGE

Arabic native language  
English

**Dokkan Afkar 2019 - 2021**  
Customer service representative

**On Time CO 2019**  
Assistant project manager.

**Abdul Ghani Hussain Group. 2018**  
Secretary of regional director.

**Flow progressive logistic company. 2017 - 2018**  
Team leader Customer care 'Contact center.

**Albayan Privet School. 2015 - 2016**  
Teacher Assistance.

**AL Hokair Group. 2014 - 2015**  
Sales.