

# Rahaj Essam Nadrah

## Contact

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27 July 1995

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## Career Objective

Seeking a position where I am able to utilize my academic background and interpersonal skills can be approved, developed, challenged and motivated.

## Education

Bachelor Degree in Information System Engineering from Effat University (2013 - 2018).

## Experience

- Wessal Arabia Engineering Consultancy
  - Human Resources Administrator (Apr 2022 - Dec 2022).
  - Accounting Secretarial (Dec 2021 - Apr 2022).
- X-turbo (Dec 2020 – Nov 2021).
  - Customer Success Executive.
- Alzaman Trading / Ajmal (Jan 2020 - Nov 2020).
  - Online Sales Executive.
- Toursiness (Oct 2018 - Dec 2019).
  - Account Manager.

## Training

Saudi Broadcasting Corporation (Jul 2017 - Aug 2017).

## Courses

- Marketing through Social Media channels (May 1, 2020).
- Problem Solving in the Workplace (Feb 3, 2020).
- Stress Management in the Workplace (Feb 3, 2020).
- Communicate Effectively with Customers (Feb 3, 2020).
- Creative Thinking and Problem Solving (Feb 1, 2020).
- Art of Soft Skills Course Expert (Sep 26, 2019).
- Email Etiquettes Course Expert (Sep 26, 2019).
- Analyze and Write Application Specifications (Oct 4, 2018).
- Building the Application Strategy (Oct 4, 2018).
- Employee Ethics (Aug 12, 2018).
- Information Technology Infrastructure Library (Dec 26,27,28, 2016).
- Introduction to Cisco Networking (Nov 2016).

## Skills

- Language proficiency: Arabic and English.
- Computer skills: Microsoft Office and Internet surfing skills.
- Personal skills: Leadership, Team work, Clear communication, and Dealing with customer.
- Multi tasking.
- Ability to learn and apply knowledge.
- SAP ( Level 1 ).