

WA / WEJDAN ALSHAMRANI

rabia

PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

WORK HISTORY

Almajal Company - Internship

07/2021 - 09/2021

- Gathered and organized materials to support operations.
- Received and responded to customer requests via letters, emails, telephone calls and in-person interactions.
- Entered data, generated reports and produced tracking documents.
- Coached employees through day-to-day work and complex problems.

. - Export Coordinator

- Monitored participant workflow and behaviors throughout training process.
- Quickly adapted training plans for client needs, keeping timelines, budgets and desires in mind.
- Assessed student needs to develop effective training plans

LANGUAGES

Arabic:

Native Speaker

English:

B2

 Upper intermediate

SKILLS

Teamwork
Communication
Flexibility in Work
Self-Motivation
Work under Pressure
Work Long Hours

EDUCATION

Prince Mohammad Bin Fahad University
2022

Bachelor Of Computer Engineering

CERTIFICATIONS

Volunteer in Ithra
Volunteer in Arfey Association
Java Language Course
Computer Science Computer Vision
Electronic Computer Graphic