



RANA DAWOOD ABD-El Karim
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❖ **Objective:**

I am seeking a challenging creative & innovation position in a pleasant working environment which will permit me to continue practicing and expanding my skill set and knowledge base.

I am equally comfortable within a general business or institutional office environment, bringing the following experience skills and attributes.

Extensive experience working in general public, educational and official office settings, interface well with others at all levels including patrons, professionals, and clients. Caring and hardworking with excellent interpersonal communication, customer service and office support skills.

❖ **Personal Details:**

Date of Birth: 15th December – 1985
Nationality: Jordan
Marital Status: Single
Languages: Bilingual (Arabic and English)

❖ **Education:**

- High Secondary School Certificate 2004.
- Executive Secretary Diploma 2004 – 2005 in National Institute, Salmiya.
- Graduated from Arab Open University -Business administration –Management systems 2018.

❖ **Additional Training:**

Microsoft Windows XP, Microsoft word 2003, Microsoft power point 2003, Microsoft Excel 2003, Microsoft Outlook 2003, Microsoft Access 2003 , Internet & Data Entry English , Arabic, Filling reports, Commercial Correspondence.

❖ **Professional Experience:**

1. September 2021 till date
M.H. Alshaya Co.
-From 2021 till 2022 handling MOH approval
Processing the invoices and submitted to ministry.

Corresponding with brands for any clarification
Follow up internally till we have the approval.
Giving the go ahead for shipment movements

-From 2023 till date Handling air shipments clearance
Clearance follows up from arrival till delivery
Corresponding with clearing agent, brands, suppliers and internal teams
Handling the originals docs by receiving them, checking to match them with pre-alerts and sending them
Handling the Bayans archiving

1. October 2010 – 2021.

Alpha Elevators Center as an Administration Assistant

- Receiving, replying and drafting emails.
- Welcoming visitors and answer telephone,
- Ensure filing systems are maintained and up to date.
- Maintain office equipment.
- Maintain relevant documents and records in files, soft and hard copies.
- Following-up on tasks.
- Prepare internal / external correspondences, memorandums, reports, purchase orders and other materials from rough draft, copy, marginal notes or verbal instruction.
- Adherence to leave and attendance policy.

2. July 2008 - September 2010

Raya AL – Janabi office for Architecture Consultant as a Secretary.

- Answering & directing incoming telephone calls.
- Distributing all incoming mails.
- Outbound Processing and follow up.
- Doing all secretary tasks and work.
- Adherence to leave and attendance policy.

3. March 2006 to July 2008

National Institute, Salmiya as a Coordinator.

- I Worked as a ICDL Exam Coordinator / Secretary, Making Exam Schedules, Booking Candidates Exams.
- Basic Accounting, billing & Data Collection.
- Payroll & Expense Processing.
- Adherence to leave and attendance policy.