

Rauda Saeed Al Dhaheri

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📍 Al Ain, United Arab Emirates
🌐 Emirati
📅 1995/03/24
👤 Single

Summary

A Highly motivated and friendly individual who takes pleasure in working with and helping people. Adept at planning, scheduling and coordinating working with people and helping them and show strong time management Looking to secure a challenging and interesting position with a forward-thinking company, where I may have the opportunity to further develop my skills and knowledge.

Education

Bachelor of Mass Communication and Media - Public Relations

Al Ain University
📅 2023
📍 Al Ain, UAE

High School Certificate

Maryam Bint Sultan School
📅 2014
📍 Al Ain, UAE

Work Experience

Trainee | Corporate Communications Jan 2023 - Mar 2023

Al Ain Sports and Cultural Club
📍 Al Ain, UAE

- Providing information about services.
- Responding to customer complaints.
- Processing returns, and performing countless other activities.

Courses

The Art of Industry Team Management Course 2023

Khalifa Fund

Sustainability Program Course 2023

Injaz UAE

English Language Course 2022

iEnglish Languages Institute

Computer Skills Course 2021

Wideview Institute

Personal Skills

Ability to participate with team

Able to work fast and also accurately

Ability to learn new skills and experience

Ability to work under pressure

Attention to detail

Interpersonal communication (oral and written)

Interact well with diverse cultures/ groups

Coumputer Skills


Microsoft Office

Email and Internet Explorer

Entering Data and Word Processing

English & Arabic keyboarding

Most Proud Of

 **Physical Organization**
Creative Thinking, Effectiveness, Productivity

 **Planning**
Analyzing Issues, Decision Making, Project Management, Strategic Planning

 **Team Work**
Collaboration, Delegation, Goal Setting, Group Leadership

Languages

- **Arabic:** Native language
- **English:** Very good
- References & certificates are available upon request