

Rauda Saeed Al Dhaheri

 roudasd95@gmail.com

 971 50 974 3522

 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.

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

Computer Skills

Microsoft Office

Email and Internet Explorer

Entering Data and Word Processing

English & Arabic keyboarding

Languages

- **Arabic:** Native language

- **English:** Very good

- References & certificates are available upon request

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

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

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