

Rahaf Al-Shehri

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OBJECTIVE:

Dedicated in Computer Technology with one year of experience as highly organized Administrative Assistant by providing comprehensive administrative helpdesk environments. Adept at managing schedules, and handling office operations with efficiency. Seeking to contribute excellent organizational and multitasking skills with a dynamic team, while supporting leadership in streamlining processes and enhancing productivity.

EDUCATION:

Diploma in Computer Technology / Software Development, Technical and Vocational Training corporation (International Technical College).

GPA 4.69/5

Sep 2021

PRACTICAL EXPERIENCES:

Domus Lloyd Contracting Limited Company

Jan 2023 – Jan 2024

Administrative Assistant

- Employees Support: Providing basic technical assistance or troubleshooting steps to users over the phone, email.
- Assist in project management by tracking deadlines and facilitating communication
- Manage daily administrative tasks, including answering phones, scheduling, and organizing documents.
- Document & File Management, Preparing documents or other business needs.
- General Administrative Support, Assisting executives or teams with administrative needs.
- Software/Hardware Setup: Helping with the setup of devices or software installations for the employees.

COURSES:

Development courses in a complete training program at the Integrated Vision Institute based in KFUPM:

- o Business Communication.
- o Using the computer in office work.
- o Work ethics.
- o Job qualification.
- o Total quality management.
- o Secretarial & Administration Skills
- o Human Resources Management Skills

SKILLS & ABILITIES:

- o Professional in Microsoft office programs
- o Ability in php, CSS.
- o Data entry SQL, xampp
- o Ability to solve problems.
- o Teamwork
- o Strong organizational skills with the ability to multi-task
- o Quickly adapting to new challenges and changing environments.
- o Ability to think creatively to resolve challenges and optimize outcomes.

PROJECTS:

- o **Capstone project:** Create and design a website using PHP, CSS, and JavaScript and connect the webpage with a Database using xampp.

LANGUAGES:

- o Arabic.
- o English.