

RASHA MOHAMMED ALHOWAITI



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OBJECTIVE

My ambition is to join a professional team in order to achieve goals and overcome its challenges and more administrative responsibilities.



EDUCATION

- Diploma of technical support (Technical and Vocational Training Corporation) **2010-2011**
- Bachelor of chemistry (university of Tabuk) **2014-2018**



TRAINING COURSES

- Information Crimes (Institute of Public Administration)
- Reports preparation (Institute of Public Administration)
- Manage and discover knowledge (Sadeem)
- Dealing in the work environment (Sadeem)
- Personal Protective Equipment Awareness (the international association for chemical safety)
- A technical look at a future (King Khalid University)
- Microsoft Innovative Educator Expert) Rawaq Plat form)
- First Aid (Edraak)
- Tourism industry) Rawaq Plat form)
- Certificate of Attendance of Saudi Aramco (Saudi Aramco)
- International English Language Testing System (Doroob)
- Principles of Financial Accounting (Doroob)
- Customer Service and Branding (Doroob)
- leadership essentials (Doroob)
- Certificate of attending the Photoshop basics course (NSK Trading & Delta Q)
- Harvesting water from desert air (Saudi Chemical Society)



LANGUAGE SKILLS

Arabic: Native

English: fluent



PROFFESIONAL SKILLS

Data entry at General Administration of Education in Tabuk

(Oct 2011 / July 2011)

- Administrative and data entry Functional tasks
- Participation in taking the attendance and absence of female students
- Organizing archives and keeping records
- Using the computer, checking incoming and outgoing

Sales at Land Mark / Max

(Sep 2022 / Aug 2024)



SKILLS

- Effective Communication
- Ability to work with the group
- Timely discipline
- Flexibility to work
- Microsoft Office
- Graphic design (Free Lance)
- Format for PC
- Accuracy in work



REFERENCES

Dr. Asma M AlTurki

Ph.D in physical Chemistry

Chemistry Department / College of Science

University of Tabuk

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