

EIMAN ABDULRHMAN ALAWFI

 +966 54 516 5702  Esaiva2@hotmail.com  AL Madinah, Saudi Arabia

SUMMARY

A motivated and detail-oriented graduate in Biology with strong knowledge in management principles and project coordination. Skilled in using Microsoft Office, data analysis, and problem-solving, with the ability to work effectively under pressure and within teams. Passionate about contributing to organizational growth, implementing strategic initiatives, and continuously developing professional skills.

EDUCATION

University of Hail

Bachelor's Degree in Biology, 2024

CERTIFICATIONS & COURSES

- English Language Basics, Institution: Technical and Vocational Training Corporation
- IELTS Preparation Course, Institution: E-Learning Training
- Project Management Professional (PMP) Course, Project Management Professional (PMP)

TECHNICAL SKILLS

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Competent in using computers and the internet
- Data management and analysis skills
- Project planning & organization
- Decision-making & problem-solving
- Data analysis and interpretation

SOFT SKILLS

- Communication Skills and Flexibility
- Attention to Detail Interpersonal Skills.
- Time-Management and Analytical thinking.
- Collaboration, Teamwork. , and Adaptability.

LANGUAGES

- Arabic
- English.