

RAWAN ALI ALSHEHRI

Administrative Employee

✉ rawanali1996.r@gmail.com

📍 Saudi Arabia

☎ 0533599524

🌐 [linkedin.com/in/rawan-alshehri-29b8a9277](https://www.linkedin.com/in/rawan-alshehri-29b8a9277)

PROFESSIONAL SUMMARY

Highly organized and detail-oriented, skilled at managing complex administrative tasks with precision and efficiency. Demonstrated ability to maintain records, schedule appointments, and coordinate meetings while ensuring minimal errors and timely completion. Solid work ethic and methodical approach contribute to consistently achieving results and maintaining order in workplace.

PROFESSIONAL EXPERIENCE

2019 – 2020	GNP Hospitals Group Receptionist • Answered phones professionally in accordance with organizational protocols. • Scheduled appointments and maintained and updated appointment calendars.
2021 – 2021	Kiva Han Coffee SA Barista • Showed aptitude in multitasking multiple orders at once while maintaining accuracy in product quality. • Exhibited excellent communication skills while interacting with customers and coworkers in a professional manner.
2021 – 2023	Mohammed Abdallah Sharbatly Co. ltd Data Entry Clerk • Verified the accuracy of data entered into the electronic records management system. • Implemented established procedures for entering, verifying, correcting, deleting, reviewing and updating data records.
2023 – 2024	Al-Jazeera Paints Factory Administration Assistant • Provided administrative support to management staff, including scheduling meetings and appointments, preparing agendas, taking minutes, and maintaining records. • Created spreadsheets and maintained databases utilizing Microsoft Excel.

EDUCATION

2017 – 2019	Technical and Vocational Training Corporation Diploma Beauty and Skin Care Speciality
-------------	--

COURSES

2025/03	Business Management - BM Ofoq For HRD
2025/02	Associate Professional in Human Resources – International - aPHRI (HRCI) Technical and Vocational Training Corporation
2024/12	The preparatory program for the Accounting Technician certification exam Saudi Organization For Chartered and Professional Accountants
2024/09	Financial Performance Evaluation and Analysis Saudi Organization For Chartered and Professional Accountants
2024/09	Developing Career Opportunities Human Resources Development Fund - HADAF
2024/09	Microsoft Excel Human Resources Development Fund - HADAF
2024/08	Introduction To Data and Descriptive Analytics Human Resources Development Fund - HADAF

SKILLS

• Microsoft Excel & Office	• Office Administration	• Schedule Menagement
• Meeting Preparation	• Data Entry	• Appointment Scheduling

LANGUAGES

- Arabic
- English