

RAWAN ABDUALLAH ALDOSSARI

JUBAIL INDUSTRIAL CITY,

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Objectives

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

Experience

Alberri United Food Company, Nov. 2018 – Mar. 2022

- Purchase Officer
 - Issues RFQ from suppliers and prepared bid analysis.
 - Issues PO's
 - Update Procurement data base in regular bases.
 - Deliver briefs, update, and reports on monthly bases.
- Administrative Assistant (Sales Department) :
 - Sales reports
 - Monthly statement of account
 - Updating store inventory and transfer orders
 - Maintaining effective records and administration
 - Invoices and outstanding invoices
 - Monthly Quotations
 - Upholding legal requirements
 - Communication and correspondence

Imam Abdulrahman Bin Faisal University, 2017

Field training in the English Department as an administrative assistant.

Education

Everyone's Smart University - ESU

Master of Business Administration - MBA 2023.

Jubail University College, JUC

Bachelor's degree of art in the field of English Language in 2018.

Courses

- Principles of financial accounting – HRDF
- Introduction to SAP SuccessFactors
- Introduction to HR – HRDF
- Technology in Workplace – HRDF

SKILLS

- Fast Learner
- Time and Priorities Management
- Computer Skills
- Microsoft Office