

# Rabab Alzahrani

## EDUCATION

Bachelor degree in English Language  
from King Abdulazizi Unliversity in Jeddah .



Eastern Province - Dammam



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0550425191



Rabab Alzhrani

## EXPERIENCE

2008 - 2016

1- English Language Teacher in different Private Schools and Institutes.

2- Supervisor Assistant and First English Teacher :

- Attend other English Teachers Classes and Evaluate teaching strategies .
- Revise Teachers Mid and Final Exams.

3- Secretary in English Language Institute:

- Mail TVTC for approving English Language Courses and students certificates.
- Supervise Teachers Issues .

2017 - 2018

1- Customer Service:

- Call agent in Al Dawaa Medical Company ( direct communication with Patients and Pharmacists )
- Call agent in National Call Central ( Amer ) ( Receiving customers calls and helping them in Technical issues with government websites such as Baladi)

2020 - 2021

1- Insurance Specialist :

- Direct Communication with customers and the medical company -
- Solve problems in the medical insurance .

## TRAINING COURSES

- Executive Secretarial .
- Computer and office working .
- Human resources .
- Labor education according to Saudi labor low.
- Information security .
- Profficional Business Ethics.

## SKILLS

- English Language .
- Leadership and work team .
- Fast Typing in Arabic and English .
- Using MS office .
- Using special apps for Digital design .
- Content Creator .
- Professional Mailing .
- Managing Meetings and Programs .