

## Rabab Daifallah Alzahrani

**Job objective:** Gaining knowledge in all scientific and practical fields that help in professional development.

### Practical Experience:

#### 2008 - 2016

- English Language Teacher in private schools and institutes.
- Assistant for English Language Supervisor and first teacher.
  - 1-Attending English language teachers' classes and assisting in evaluating job performance.
  - 2-Develop an overall assessment of the teaching methods followed.
  - 3-Reviewing and supervising the method of setting the midterm and final exams and their conformity with the special regulations.
- Executive secretary in English Language institute.
  - 1-Communicate with the General Organization for Technical and Vocational Education regarding the affairs of female trainees.
  - 2-Participate in preparing job interviews.
  - 3-Planning employee roles according to the organizational structure.

#### 2017 – 2018

- A customer service representative at Al-Dawaa Medical Services Co., Ltd., direct communication with customers , pharmacists, and directing orders.
- Customer Service Representative at the National Communication Center Amer.

#### 2020 – 2022

- Insurance and health care specialist at Kanaf Charitable Society.
  - 1- Direct communication with beneficiaries and solving their problems with insurance companies.
  - 2- Communicate with the health facilities network approved by the insurance company regarding approvals and financial matters.
- Executive Secretary and HR Specialist.
  - 1- Institutional Grant Management
  - 2- Writing letters and correspondence
  - 3-Checking the fingerprint and following up the attendance and departure of employees
  - 4-Strengthening internal communication processes and organizing initiatives
  - 5-Develop employees professionally by enrolling them in appropriate training courses.

Bachelor degree in English Language – King Abdulaziz University

Eastern province

Dammam

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### Training Courses:

- Executive secretary.
- Computer and office work.
- Managing HR tasks.
- Labor culture according to Saudi Labor System.
- Information security.
- The rules and ethics of organizational behavior at work.

### Skills:

- English.
- Fast typing.
- Use of office programs.
- Use of digital design apps.
- Writing letters and reports.
- Preparing meetings and events.
- Team leadership.