

**YARA EL-RIFAI**

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Al khobar , Saudi arabia

0549512270

Canadian

## **EXPERIENCE:**

### **MADA HRD CO.**

*Assistant Manager*

### **Al Khobar, KSA**

01/08/2019 to Current

- Contacted clients via email with quotations for gift Items
- Handling orders from clients and suppliers for gift items
- Ensured employees Visa/Iqama is on track by issuing or renewing
- Arranged transportation rides and booked airplane ticket for employees
- Provided customer support with clients through phone calls and emails
- Was the customer service representative for Aramco using SAP system
- Ensured all orders were received, signed and uploaded the MDD to Aramco's website
- Assisted the accountant department with deductions
- Consulted employees from The Saudi Air Force Department (BAE systems)

### **British Council Al Khobar, KSA**

*Invigilator* 18/10/2017 to Current

- Invigilating English Exams (IELTS and APTIS) and Cambridge IGCSE exams
- Directed Students to the hall then assign their seats
- Announced or described the official format to students
- Assisted in staffing the entrance and exit doors
- Assisted Public Safety in emergency situations at the exam
- Checked to see if appropriate policies are being followed

### **Rawabi Holding Al Khobar, KSA**

*Internship* 18/07/2016 to 18/08/2016

- Trained at the legal department
- Revised and proofread contracts
- Translated contracts from Arabic to English and English to Arabic

## **EDUCATION:**

### **University College of Bahrain Saar, Bahrain**

*Bachelor's in Business Management*

*August 2013 – May 2017*

## **LANGUAGES:**

**English      Arabic      Turkish**

**SKILLS:**

- Microsoft Office (Word, Excel and PowerPoint)
- Teamwork
- Creative Writer
- Customer Service