

Rahaf Alshahrani

Business Administration



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Riyadh

Experience

**Experience in Al-Jazeera Paints Company
since 29/12/2019 until 29/12/2020**

Specialist Purchases

- Monitor purchase orders and follow up on their conversion into purchase orders
- Executing the procurement process
- Monitoring the purchasing representatives by requesting quotations according to specifications and quantities

Human Resource Specialist

- Provides recruitment mechanisms and plans.
- Preparing plans to advertise vacancies.
- Searches and attract applicants using advanced methods

Education

Princess Nora bint AbdulRahman University
Bachelor's degree in Business Administration
2014-2019

Courses & certificates :

- a Certified Trainer
- TRAINING OF TRAINERS (TOT)
- Financial Accounting Principles
- Microsoft program
- Master Microsoft Excel
- Training in the e-learning unit
- General Framework of Accounting
- Programming using JavaScript
- Programming using Python
- Programming using Make code
- Ethics and work etiquette and the entrance to labor culture
- Work within diverse teams
- Teamwork skills
- interview skills
- Problem Solving in Telework
- Skills Course 2020
- Mixed Work Environment Ethics
- Corona pandemic and crisis and disaster management

Skills and Abilities

- Time Management
- Problem Solving Skills
- Communication Skills"
- Speed and accuracy in data entry
- Interested of learning and developing efficiency
- Work under Pressure