

Personal information:

Date of birth: ١٩٩٠/٨/٢٦
Nationality: Saudi
Mobile: ٠٥٥٦٣٧٨٧٤٢
Email: refah.a.alqahtani@gmail.com

Objectives:

Aspiring to secure a job where i would be able to enhance my skills, further develop my career, and contribute to the success and growth of the organization.

Education:

Bachelor's Degree in English Literature at Princess Nora bint AbdulRahman University ٢٠١٣
Riyadh, Saudi Arabia

Work experience:

Teacher at Dar Alakel Education for five years ٢٠١٣.٢٠١٨
Riyadh, Saudi Arabia

- ❖ Taught English language to eight classes to four different school grades.
- ❖ Provided administrative assistance with regards to school fees by compiling lists of delayed tuitions, corresponded with parents, and processing proper documentation.
- ❖ Facilitated workshop on “Playful Learning” techniques for elementary level students.

Skills:

- Microsoft Office skills.
- Excellent internet skills (browsing, emailing ...etc.).
- Excellent communication & listening skills.
- Confident, working well under pressure.
- Excellent planning organizing & problem solving skills.
- Fast learner, Skilled at learning new concepts quickly.
- Cooperative & flexible.
- Public relation skills.

Languages:

* Arabic – Native

*English – Very Good

Training & certifications:

- ❖ Project management at Dorooob platform ٢٠١٨
- ❖ Human resource management at Saudi Electronic university ٢٠١٦
- ❖ Secretary at Saudi Electronic university ٢٠١٦
- ❖ Building Self-Confidence Workshop at Motmaena Center ٢٠١٥
- ❖ Leadership Workshop at Rawaq Educational Platform ٢٠١٥
- ❖ The Six Thinking Hats Workshop at Al-Ameen Academy for Training ٢٠١٣
- ❖ Understanding Personalities in the Workplace at Saudi Commission for Health Specialties ٢٠١٣
- ❖ First Level English Training [٦Months] at Female Language Institute

VOLUNTEER EXPERIENCE:

- Volunteer at Warif Volunteer Translation ٢٠١٥
Training university students on Arabic to English translation and vice versa
- Volunteer at Celiac Group, Takatuf Charitable Organization ٢٠١٥- ٢٠١٦
Translated celiac disease medical articles + public relations
- Volunteer at Islamic Translation Club, Princess Nora bint AbdulRahman University ٢٠١٥
Translated Islamic YouTube videos
- Volunteer at Gusmaa ٢٠١٥
Translated Islamic articles for Ramadan