

# RANIM MOHAMMED HAWSAWI

saudi



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jeddah

## EDUCATION

### KING ABDULAZIZ UNIVERSITY BACHELOR IN SCIENCE

Faculty of Economics and Administration  
public administration ( Organization and  
administrative development ) 2023

## SKILLS

- Professionalism and teamwork
- Flexibility and handle work pressure
- Self education
- Computer Literacy
- Strong Communication
- Constructive critical thinking
- Problem-Solving
- Organizing and managing time
- Promptitude

## TRAINING COURSES

- PMP certificate , national exam of PMI 2023
- Computer course for office work 2023
- Strategic Planning 2022
- project management 2022

## CAREER OBJECTIVE

Harnessing my strong sense of responsibility dedication to work, and strong motivation to work in my field and take advantage from my qualifications and skills that i I obtained through my academic achievement in serving and developing your business.

## EXPERIENCE

- **Sales assistant/** Helping customers, achieving monthly and annual target, Informing the company of the offers that customers wants,
- Convince customer to increase purchases on invoice to raise ATV.
- **Tamheer training administrative coordinator** 2023/ Renewing contracts on the Ejar platform,
- Verifying the validity of the tenant's information, Verifying the identity or residency is valid,
- Renewing the tenants' data, Activating and adding the water meter number for the tenants,
- Notifying the tenants who are in default of payment.
- **Tamheer training HR recruiter** 2024/ Assisted in the recruitment process by receiving and screening applications after posting the job offer,
- ensuring alignment with job requirements.
- Conducted resume reviews and shortlisted candidates based on role fit. Communicated with candidates via phone and email to coordinate interviews.
- Organized and managed in-person interviews and assessments.
- Provided feedback to candidates post-interview,enhancing their experience.
- Supported the HR team in administrative tasks, including file management and data entry.
- Sourced top talent through proactive engagement and outreach initiatives

## Volunteer works

- Majid bin Abdulaziz Association for Development and Social Services
- Society Friends Association project
- Environmental improvement technology company ENTEC

## LANGUAGES

- Arabic ( native )
- English ( advanced )
- Spanish ( beginner )