

RANIM MOHAMMED HAWSAWI

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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 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)