

# RAWAN ESAM ABUTALIB

**Jeddah**  
**Saudi Arabia**

**Phone:** +966 5454 69348  
**Email:** Aburawan245@gmail.com

## Summary

Dynamic and forward-thinking individual with professional experience gained through challenging and hands on projects. Aspiring to join a leading company where I would be able to further develop my skills and career, apply my knowledge, and produce impactful strategies through team efforts and excellence.

## Experience

---

**Talent Management Tamheer- Al-Sanabel Motors one of Al-Naghi companies**      **2024-7-21 - 2024-11-6**

Conducted initial phone screenings to assess candidate qualifications and fit for various roles, Communicated logistical details, including salary expectations and availability to candidates , Evaluated candidates based on skills, experience, and cultural alignment with the organization,maintain files , databases and records management , job postings , Scheduled and coordinated interviews between candidates and hiring managers,ensuring efficient use of time and resources ,candidate sourcing, Prepared and sent formal interview invitations to candidates, providing clear details about the interview process and expectations , Drafted and sent professional rejection emails to candidates, maintaining a positive candidate experience and upholding the organization's reputation.

**Front Office Receptionist - Jazeera paints company**      **2021-2022**

Responsible of several administrative support duties that keep the office running efficiently, handle incoming and outgoing correspondence, maintain files, database and records management, perform data entry, maintain office calendars and schedules management.

## Skill Highlights

---

- Communication Skills
- Microsoft
- Negotiation
- Writing
- Leadership
- Team work
- Results-focused
- screenwriting

## Education

---

Bachelor Degree in **Human Resource Management** at **University of Business and Technology**  
[GPA 4.14] 2015 – 2020 Jeddah, *Saudi Arabia*

## Languages

---

Arabic – Native

English – Good

Korean – Elementary

## Certifications

---

- CIPD LEVEL 3 People Practice 2023
- Creative writing for short stories and writing text 2024
- Film and television screenwriting 2024
- English Language Academy - University of Business and Technology 2016
- Korean Topic Test 1 - Korean International School 2019
- HABC Level 2 CPR – Lazem Center 2017
- Women in leadership - Coursera 2020
- Team Work Coursera 2021
- 

## Volunteer Experience

**Coordinator - Lazem Center**      **2017**

Coordinate participant's information and ensure attendees are available for training.

