

RAWAN ESAM ABUTALIB

Jeddah
Saudi Arabia

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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 |
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Volunteer Experience

Coordinator - Lazem Center **2017**
Coordinate participant's information and ensure attendees are available for training.

C1 - Internal use

