

RAWAN BAJONED

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OBJECTIVE

A dedicated Human Resources Management graduate with strong organizational and administrative skills. I seek to leverage my academic knowledge and practical skills in a professional work environment where I can effectively contribute to improving institutional performance, enhancing processes, and achieving team and project goals successfully.

EDUCATION

Diploma in Human Resources Management (Educational)

Institute of Public Administration

EXPERIENCE

Receptionist

March 2024 – October 2024

Raneen Hashem Bin Abdulkarim Beverages Establishment

- Welcomed visitors and clients and served beverages.
- Managed visitor appointments and coordinated with internal departments.

Switchboard Operator

January 2023 – December 2023

SMSA Express Company

- Answered phone calls and directed them to the appropriate departments.
- Provided phone support to clients and recorded their feedback and inquiries.

Training and Development Specialist

2 months

General Education Administration

- Coordinated the nomination of employees for training programs and supported the development of their administrative skills.
- Acted on behalf of the manager during her absence and ensured smooth workflow operations.

CERTIFICATES

Digital Marketing and Secrets of Successful Content Creation

2022

Technical and Vocational Training Corporation

SKILLS

- Office management and administrative organization.
- Writing reports and official correspondence.
- Effective communication with clients and team members.
- Time management and handling work pressure.
- Proficient in computer use and office applications.
- Providing administrative support.
- High efficiency and speed in task execution.
- Teamwork and collaboration.

LANGUAGES

Arabic – Native

English – Advanced