

# Rawan Helayer Al-Jahani

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## Education

### **Master's of Mathematics | 2020 |**

College of Science, Tabuk University, with a grade of very good

### **Higher Diploma in Mathematics | 2018 |**

College of Education and Literature, University of Tabuk, with a grade of very good

### **Bachelor of Mathematics | 2014 |**

College of Science, University of Tabuk, with grade excellent

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## Experiences

### • **Secretariat, For 4 years**

#### **| Al-Ghad International College of Applied Medical Sciences |**

- Organizing work in the office
- Set dates for interviews, and director's meetings according to his schedule
- Arranging and organizing the various files and documents on which the management works is based
- Receive and respond to written messages, calls, faxes, and emails
- Preparing the necessary arrangements for the trips undertaken by the manager
- Preparing matters related to visitors, customers and senior guests coming to the facility
- Organizing meetings by reserving the halls, inviting the participants, preparing the presentation material, and receiving the participants on the day of the meeting
- Contracting with different companies, like shipping and transport companies
- Preparing expense reports periodically for the manager, following up on the manager's agenda

### • **Teacher for 4 months**

- Educational diploma training in the first secondary school in Tabuk
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## Certificates & Achievements

- Publishing a scientific paper in 2020 under the supervision of Dr. Faizan Ahmed Khan
  - Publishing a scientific paper in 2019 under the supervision of Dr. Faizan Ahmed Khan
  - Mashhad of Passing the English Language, Deanship of Community Service and Continuing Education, Tabuk University
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## Courses

- English language course, for 3 months, with a rate of 95%
  - Training course in office programs, Deanship of Community Service and Continuing Education, University of Tabuk
  - Quality management certificate
  - Certificate in basics of marketing plans
  - Training program, accounting for non-accountants
  - Training program, cybersecurity
  - Professional project management course (PMP).
  - OHSAS professional course
  - Data entry and word processing certificate
  - Occupational health and safety management course, ISO
  - Tour guide training certificate (Ministry of Tourism)
  - Certificate of Accounts Management and Financial Restrictions
  - Certificate of analysis of investment opportunities for emerging projects
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## Skills

- Computer proficiency
- Good level in English
- Organizing and planning
- Reports preparation
- customer service
- Supervision.