# Rabab Saeed Alrashedi

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Date of berth: 13/12/1992
Nationality: Emirati

## Career Objective

Graduate of Communication and Media Since with high level of analytical skills, integrity and enthusiasm seeking a position in training and development where I can utilize and develop my skills further.

## Education

**Zayed University, Abu Dhabi, UAE** **2011**

- Bachelor of Communication and Media Since , Concentration of Tourism and Cultural Communication.

**Salama Bint Buttti High School, Abu Dhabi** **2011**

- High School Diploma

## Work Experience:

**Emirates heritage Club, Abu Dhabi, UAE.**

**Gov, communication & sponsors and Human Resources Assistant, Internship**
**( November - December)** **2017**

- Organize events
- receive diplomats and delegates from different countries
- write official letters and Minutes of meeting
- cooperate with other team members and work under pressure

## Extra- curricular Activities

**Entrepreneurship club, Zayed University, UAE**

- Attend meetings
- Learn leadership skills

- write official letters

## Skills

### Computer Skills

- Microsoft Office including Outlook, Excel, Word, PowerPoint
- Used on a daily basis to prepare presentations and assignment at university

### Communication skills

- Responded to and dealt with different levels of staff and customers both face to face and on the telephone as demonstrated during my last summer work

### Languages skills

- Arabic: Native language
- English: Fluent written and spoken (IELTS 6)

### References :

- Will be available upon request