

Raghad Al Ghamlasi

OBJECTIVE

Motivated and detail-oriented bilingual professional seeking an entry-level position. Adept in touch typing, organizational skills, and digital tools, with a strong passion for learning and contributing to team success.

CONTACT

Raghadahmd33@gmail.com
0527388187
Dubai

KEY SKILLS

ORGANIZATIONAL SKILLS
CUSTOMER SERVICE
ADAPTABILITY
TOUCH TYPING
BILINGUAL SKILLS

EDUCATION

High School Diploma
Sheikha Bent Saeed Secondary School

SKILLS

TOUCH TYPING

Typing speed of 50 WPM in both English and Arabic with accuracy.

BILINGUAL PROFICIENCY

Advanced in Arabic (speaking, reading, writing); fluent in English (speaking, reading, writing).

DIGITAL TOOLS

Skilled in Notion, Trello, Microsoft Office Suite and Google Workspace (e.g., Google Keep, Docs, Sheets, Slides).

DIGITAL TOOLS PROFICIENCY

NOTION

Experienced in creating, organizing, and managing tasks and databases.

TRELLO

Proficient in using Trello for project management, teamwork and workflow tracking.

GOOGLE WORKSPACE

Skilled in Google Docs, Sheets, Slides, and Keep for document creation, data management, presentations, and note-taking

MICROSOFT OFFICE SUITE

Proficient in Word, Excel, and PowerPoint for professional documentation, data analysis, and presentations.

ADDITIONAL SKILLS

- **Adaptability:** Quick learner with a positive attitude and eagerness to embrace new challenges.
- **Communication:** Excellent verbal and written communication skills developed through academic and extracurricular activities.
- **Organizational Abilities:** Strong attention to detail and adept at task planning and prioritization.