

Ranim R. Al Hakim

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Qualifications

- Excellent English language skills
- Working knowledge of Microsoft: Word, Excel, PowerPoint, Movie Maker, Publisher
- Good interpersonal relations and communication with the public.
- Attention to details

Experience

***Restaurant Operator**

Sep.2018 to Dec.2017

BrgrCo, Beirut, Lebanon

***Kids Corner**

Nov.2016 to Mar.2017

RANIMS CORNER IN JEDDAH, SAUDI ARABIA

- Kids activities
- Arts and Crafts
- Face painting
- Private Parties and Birthdays planning.

***Kids Camp**

Jan.2016 to Oct.2017

*ALIF CENTER in JEDDAH, SAUDI ARABIA**

- Held the responsibility of registering of enrolled children
- Used YR program that teaches drawing
- Taught glass Painting, arts and crafts, and cooking
- Prepared the center for birthday parties
- Held Thursday Fun Club sessions

***Restaurant Cashier**

June.2015 to Aug.2015

Nai , Beirut, Lebanon

Responsibilities:

- Receive merchandise and place them in back store and in restaurant.
- Handled money transactions on a daily basis.
- Communicated with employees about planning events.

Kids Coach

April to June 2013

Des Amis, Jeddah, Saudi Arabia

- Coached 12 children of different ages
- trained children to behave well with others
- Taught cooking and drawing skills
- Supervised kids during other classes
- Entertained younger children during breaks in playground

Education

-High school studies

2015-2016

Community Service

- Managed school special events
- Participated in fund-raising bazaars
- Volunteered in many charities

References

Available upon request