

RANA A. AL-JUHANI

Aljuhanirana@gmail.com

(469) 943 – 4019

Austin T.X USA

Education:

Zad Academy Islamic Studies	Current
The University of Texas at San Antonio Bachelor of Business Administration in Accounting	May 2015

Certification:

Certified Life Coach; Life Coach Training Institute, San Diego, CA, USA	Dec 2021
YACEP® Yoga Alliance; Aner Institute, Jeddah, KSA.	Nov 2019
RYT® 500 Yoga Alliance; Mysore Ashtanga Yoga Shala, Mysore, Karnataka, India.	April 2019
E-RYT® 200 Yoga Alliance; Zen Den Yoga School, Boca Raton, F.L, USA.	Nov 2017

Work Experience:

TV Presenter The Twenty-Four Show on MBC Completing daily challenges that involve service to community	May 2019
Accountant Ear Medical Group Offering Top Audiologist and ENTs with a full-service hearing and balance center	May 2016
Bookkeeper Sand Point Sage, San Antonio, TX Private Accounting Practice managing small business accounts.	May 2017
Barista & Coffee Shop Management Aspen Brew, San Antonio, TX Carmela, Miami, FL	May 2015 June 2018
Arabic Tutor Iowa State University of Science and Technology, Ames, IA UTSA Center for Athletes and Tutoring Center	May 2010
Community Relations Officer King Faisal Specialist Hospital & Research Center, Jeddah, K.S.A\ Summer Internship Program	Aug 2008
Peer Inspector City of Westminster Council House, London, U.K Youth Council	March 2007

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Achievements:

The Retreat SA, San Antonio, T.X

Founder and Executive director

May 2014- May 2015

Providing Refugee Children & their families a safe, friendly, and supportive environment through education and charity

- Lead, coach, and develop a group of volunteers to run the program according to refugees special needs.
- Develop, maintain, and support a strong team to support functions of the organization.
- Further business contacts, network connections, as well as resources in my community.

Professional Experience

- Create financial reports and supported all areas of responsibility within a 4 persons financial team
- Examining & interpreting compiled records of financial information, to reconcile reports and financial data
- Perform process analysis, and providing recommendations reports to management
- Perform Journal entries & corrections to ensure accurate ledger.
- Perform account receivable functions for medical payments through bank reconciliations and various medical payment portals

Relevant Skills

- Being trustworthy, discrete and ethical is the first key to success
- Effective at multi-tasking and excellent at analyzing and solving problems.
- Goal-driven, who maintains a productive climate to meet high performance standards

Soft Skills

- An exceptional listener who effectively conveys information verbally and in writing.
- Comfortable with public speaking; experience in audiences of up to 200.
- Fluent in reading, writing, and speaking both English and Arabic.

Memberships and Appointments:

- Black Belt Kungfu, Austin, T.X USA 2022.
- Food Handler, ANAB Accredited, Austin T.X 2022.
- Gun Shot Wound First Aid Austin, US Law Shield Institute, T.X USA 2022.
- Heart Saver CPR AED, American Heart Association Austin, T.X USA 2021.
- Break the cycle of depression and pain, Curable, Chicago USA 2020.
- Inner Engineering, Sadh Guru, New Delhi, India 2019.
- VITA Tax Return Preparer Volunteer, USA 2016.
- ALPFA, Member, UTSA, USA 2014.
- C.A. Ministry Volunteer, USA 2013.
- Young Member of Parliament Candidate, London U.K 2006