

RASHED KHALIFA



CONTACTS

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ABOUT ME

A multilingual professional with a comprehensive multicultural background, enabling effective communication across diverse groups. Equipped with expertise including advanced public speaking, robust communication skills, problem-solving skills, project management, adaptability to cultural differences, and attention to detail. Highly adaptable to different environments and skilled in leading teams and projects towards success.

PERSONAL DETAILS

Date of birth
27 Nov 1999

Nationality
Jordan - Philippines

Marital status
Single

LANGUAGES

- English Native
- Arabic Native
- Chinese Intermediate
- Tagalog Basic
- Malay Basic

REFERENCE S

Dr. Carmen Nge Siew Mun
(Assistant Professor)
E: ngesm@utar.edu.my

Ms. Dana Krystle (Artist)
T: +962 7 8069 7406
E: danakhalifa@live.com

Mr. Ameen Ahmad (Direct Manager)
Daguangming Print Shop
T: +86 159 9868 7193

WORK EXPERIENCE

Customer Service (Part time), Daguangming Print Shop,
Jul 2019 - Dec 2019

- Managed orders and customer payments.
- Addressed customer inquiries and resolved complaints.
- Assisted customers with a range of requests, from printing to student services, devices use, and assignment support.
- Helped managing and maintaining the devices in the store.
- Leveraged skills in English, Mandarin, and Arabic to communicate with diverse customer base.

Social Media & Sales Manager (Freelance)
Feb 2022 - April 2023

- Managed social media of artists including social media accounts, websites, portfolios, and sales accounts.
- Handled the communication with customers including enquiries, sales updates, and complaints.

Video Editor Intern, METTLER TOLEDO
May 2024- Sep 2024

- Gained comprehensive insights into the video editing process within a professional environment at Mettler Toledo.
- Edited and created short videos using pre-shot processed footage to produce engaging teasers for social media and various digital platforms.
- Utilized Mettler Toledo's translation tools and AI technology to generate accurate transcripts for videos.
- Collaborated with Marketing Operations (MOs) for proofreading and ensuring the quality and accuracy of video content.
- Explored and utilized innovative platforms and tools to support and enhance video production efforts.

EDUCATION

Bachelor in Naval Architecture and Ocean Engineering, DALIAN UNIVERSITY OF TECHNOLOGY, China, Dalian
2021

- Studied Chinese (Mandarin) for one year preparing for marine engineering degree.
- Studied for the course for 2 years. Did not complete the degree due to Covid-19 pandemic lockdown.

Bachelor of Arts Game Design, UNIVERSITI TUNKU ABDUL RAHMAN, Malaysia
2025

- Regularly appointed as the leader of project groups.
- Led multiple external projects related to the field with lecturers involving in charitable, cultural, and social services.
- Worked as a research assistant with university lecturers and medical department on introducing elders to modern technology.

TECHNICAL SKILLS

Graphic Design & Image/Video Editing
Photoshop, Illustrator, 3ds max, Blender, Adobe Substance, Adobe premiere, Adobe lightroom, Houdini, DaVinci resolve.

Game Design & Development
Unity, Unreal engine, C#, SQL.

Sound Production and Editing
Audacity, FL studios.

General Skills
Microsoft Office and Google Workspace, basic networking, basic communication platforms E.G. Microsoft teams, etc..

Soft skills
Public speaking, communication, problem solving, leadership, high level of activity and adaptability, conflict resolution, and critical thinking.