

# 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

## REFERENCES

**Dr. Carmen Nge Siew Mun**  
(Assistant Professor)

E: [ngesm@utar.edu.my](mailto:ngesm@utar.edu.my)

**Ms. Dana Krystle** (Artist)

T: +962 7 8069 7406

E: [danakhalifa@live.com](mailto:danakhalifa@live.com)

**Mr. Ameen Ahmad** (Direct  
Manager)

Daguangming Print Shop

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## 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.