

ALJAWHARAH KHALID AL OTAIBI

| Saudi Arabia

|Phone: (+966) 535507310

|Email: aljwharah.khalid.work1@gmail.com

OBJECTIVE

Highly organized, dedicated professional with a bachelor's in Management Information Systems. Ability to strategize, develop, and manage large-scale IT projects while ensuring optimal system performance and security. Looking forward to utilizing my problem-solving skills and passion for technology to enhance operational efficiency and drive business growth.

EDUCATION

Bachelor's degree in Management Information Systems
[Taif University]

06/2023

EXPERIENCE

COOP Training

03/2023-06/2023

[Ministry Of Education-Security & Safety Department]

- Analysing and reporting
- Answer and direct phone calls
- Organize and schedule appointments
- Write and distribute email, letters, and forms
- Assist in the preparation of regularly scheduled reports

COURSES & CERTIFICATES

- Exam Exit -Management Information Systems Program
- English Language course

SKILLS

Soft Skills:

- Problem Solving
- Organizational Skills
- Communication Skills
- Time Management
- Leadership Skills

Hard Skills:

- Data Analysis
- Microsoft Office application
- Management Skills

LANGUAGE

- Arabic
- English