



# LUJAIN ALOTAIBI

## OBJECTIVE

A reliable, enthusiastic and hardworking professional. Seeking to utilize my interpersonal skills, financial knowledge, and contribute to the growth and success of the organization.

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## EXPERIENCE

### – Operation Executive – Exports

#### Globelink West Shipping Company

[August 2024–Current ] Dammam, Saudi Arabia

### – Call Center Supervisor

#### Maintenance Manager Company

[January 2021– August 2024] Khobar, Saudi Arabia

### – Supervisor

#### Noura Rashed Feeding Services Corporation

[January 2019– May 2019] Khobar, Saudi Arabia

### – On Job Training

#### International Technical College

[August 2018 – September 2018] Khobar, Saudi Arabia

### – On Job Training

#### Eighth Secondary school

[January 2018 – June 2018] Khobar, Saudi Arabia

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## VOLUNTERY EXPERIENCE

### • Ithraa

1. Volunteer member [April 2021– Current]

### • Eighth Secondary school

1. Graduation ceremony planner and organizer [April 2017]
2. 70 hours participation in administrative works for community service [2017]

### • International Technical Collage

1. Organizer at Ovarian Cancer Event [May 2016]

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## FOR CONTACT

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## EDUCATION

### Arab Open University

- Bachelor degree in Network and Information Security [January 2024– Current]

### International Technical Collage

- Diploma degree in IT Technical Support (Network), 2019

### International Technical Collage

- Council of Europe level B1, 2017
  - Council of Europe level A2, 2016
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## CERTIFICATES

### • Arab Open University

1. Introduction To Python [January 2024]

### • International Technical Collage

1. ICT Course Modules [2019]
2. Associate Diploma CPT [2019]
3. Five Japanese standards workshop [Aug 2018]

### • Imam Abdulrahman Bin Faisal University

1. Cybersecurity “16 training hours” [Oct. 2019]

### • Saudi Aramco

1. Security and safety Seminar [Feb. 2018]

### • British Council

1. English Language program [Aug – Nov 2015]

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## SKILLS

- proficiency in the use of Microsoft office
- (Power BI, Excel, PowerPoint, Word, Outlook)
- Compliance
- Problem solving
- Adaptability and flexibility
- Ability to prioritize tasks and manage time effectively.