



Alanoud Tariq Alotaibi

CONTACT

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SKILLS

- All versions of windows
- Mac OS
- Microsoft office
- Photoshop
- Graphics editing programs
- Adaptability
- Multitasker
- Detail oriented
- Problem-solving

PERSONAL DETAILS

Date of Birth: 26-11-1994
Nationality: Saudi

LANGUAGES

Arabic

Native

English

Intermediate

PROFESSIONAL SUMMARY

A conscientious, enthusiastic and highly organized and motivated person who is reliable, responsible and hard working. Possessing excellent communication and interpersonal skills and the proven ability to achieve targets and results, Flexible within the working environment and able to adapt quickly and positively to challenging situations whilst remaining calm, focused and positive. mature with an outgoing, friendly personality who enjoys the challenge of working under pressure either independently or as a member of a pro-active team.

EDUCATION

Bachelor degree in Business Administration, Current
Imam University

WORK HISTORY

Front Desk Officer 01/2018 - 01/2019
Kingdom Hospital - Riyadh, Riyadh Region

- Worked in Customer Care as the main task along with insurance companies and financial department to help give the best service.

Administrative Officer 01/2019 - 01/2019
Wjhati Recruitment & Consultancy Agency

- I coordinated meetings and was appointed to represent the company in meetings
- I worked mostly in HR recruitment it was our main work, I was in charge of the invoices and accounts of the company, And handled the company register in the jurisdiction they operate under.

Customs Clearance Specialist 02/2023 - Current
FedEx Express - Riyadh, Riyadh Region

- I worked on data entry, translation, archiving, and authorization.
- Applied maths abilities to calculate and check financial figures.
- Wrote professional letters, emails and memoranda for business communication.
- Examined, scanned and input documents in software system.
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.
- Gathered information, created charts and produced reports for staff.
- Corrected data entry errors to prevent duplication or data degradation.

CERTIFICATIONS

Financial Resources Development. 2017
TOT. 2024 - GATD