





Maali Alosaimi

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PROFESSIONAL EXPERIENCE

Riyadh Region Municipality

Coordination and Follow-up Specialist Expertise in Workflow Management

09/2023 – present
Riyadh,
Saudi Arabia

Responsibilities:

- Led and guided team members to achieve departmental goals.
- Organized and monitored daily operations for efficiency.
- Developed strategies to improve unit performance.
- Coordinated with other departments to meet common objectives.
- Evaluated team performance and prepared progress reports.
- Scheduled and managed appointments for the executive team.
- Handled communications including phone calls and emails.
- Prepared reports and presentations for meetings.
- Organized and maintained administrative documents.
- Coordinated company events and functions.
- Provided executive support and performed additional tasks as required.

Document Controller Specialist

09/2023 – present
Riyadh,
Saudi Arabia

Responsibilities:

- Managed and organized company documents and records.
- Set up and maintained file organization systems.
- Developed and implemented documentation procedures.
- Entered and updated data in electronic systems.
- Managed regular backups and secure storage of documents.

Tag

Cultural Consultant

01/2023 – present
London, Freelancer

Responsibilities:

- Cultural Consulting: Provided specialized consulting to companies and individuals on cultural differences and best practices for effective cross-cultural communication.
- Document Translation: Translated a wide range of documents, including contracts, legal documents, and technical texts.
- Quality Review: Reviewed and enhanced translations to ensure high accuracy and quality, considering the linguistic and cultural context.
- Team Coordination: Coordinated closely with the English-Arabic language team to meet deadlines and maintain quality standards.

Global Creative Lift and Adopt Initiative

09/2023 – present
London, Freelancer

Responsibilities:

- Promoting Creativity: Encouraging and fostering creative solutions and innovative thinking within the organization and among clients.
- Cross-Cultural Communication: Facilitating effective communication and understanding across different cultures, ensuring that creative ideas are culturally relevant and impactful.
- Project Collaboration: Working closely with international teams to develop and implement creative strategies that address global challenges.
- Training and Workshops: Conducting workshops and training sessions to inspire and equip individuals with the skills needed to think creatively and adopt innovative approaches.

Simpleixty, Tawal Telecommunications

Documents Controller Specialist

12/2022
Riyadh, Saudi Arabia

Responsibilities:

- Editing and signing documents, ensuring accuracy and proper storage.
- Archiving documents, including scanning, copying, or distributing them manually or electronically.
- Edit and sign documents and ensure that all data is accurate and properly filed.
- Assisting in project planning stages.
- Preparing progress reports for senior managers.

COURSES

Time/Task Management University of California, Irvine Division of Continuing Education, Coursera	12/2023
Leadership and Management, Assessment, Interviewing and Onboarding University of Western Australia, Coursera	09/2023
Automate Doc Review Process with SharePoint & Power Automate Coursera	01/2023
Managing change and the challenges of government agencies' transition to accrual-based accounting Ministry of Finance	04/2023
Project Management Communication, Stakeholders & Leadership SkillUp Online	02/2023
Project Management: The Basics for Success University of California, Irvine Division of Continuing Education	06/2023
Generative AI: Introduction and Applications IBM iX	11/2023
Corporate Governance Alison	07/2023
Engineering Project Management: Initiating and Planning Rice University Engineering Professional Master's Programs	10/2022
AI For Everyone Saudi Digital Academy (SDA)	09/2023
IoT and Digital Transformation Cisco	08/2023
Human Resources Function Droob	03/2017
Leadership Essentials Droob	06/2018
Volunteer Management: Volunteer Work Design Droob	04/2018

SKILLS

- Workflow Optimization
- Team Development Support
- Corporate Correspondence
- Strategic Planning
- Project Reporting
- Confidentiality Maintenance

EDUCATION

Bachelor's Degree of English Language & Literature (Full Time) from the College of Languages & Translation, Imam Mohammad Ibn Saud Islamic University in Riyadh.	Riyadh
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