Lubna Alamoudi

Front end developer

Jeddah, Saudi Arabia

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Administrative Assistant with +3 years of experience managing all office operations in the beauty industry in "NAZIH company".

● Experience

Administration   *Jan 2022- present*

- Managed administrative operation for a team of +30 employees .
- Coordinate all payments of the company by getting approval from upper management and coordinate with the accounting department to process all payments.
- Coordinate traveling arrangements of all employees by managing hotels, and flight reservations.
- Handle the induction process for new hires by completing and filing their paperwork, setting up workstations, system access"odoo" system, handle the induction process for new hires.
- Dealing with the **Odoo** system.

Front end developer   *December 2020 - June 2021 | 7 Months*

- Implement responsive landing pages by using bootstrap , html, css3 and JavaScript.
- Improve views for website , worked with designers from concept through development.
- worked with React native developer for testing mobile applications through test flight.

● Technical Skills

- React Js
- Javascript
- Bootstrap
- Html
- CSS3
- Github
- API

● Education

Saudi Electronic University

Bachelor of Information Technology , Web Development
GPA: 3.31 "Second Honor Rank"

● Additional Skills

- Microsoft Office
- Asana
- Have a good computer skills.
- Odoo System

● Projects

My works

-Landing Page

-Bon Coffee Store

-Weather Prediction Website

-Ecommerce online shopping