

Maha Alotaibi

Geographic Information Systems

Contact Details

📍 Eastern, Saudi Arabia
✉ Mahasalotaibi@outlook.com
☎ 0592731256



Objective

I seek to join a work environment that empowers me to utilize my abilities, acquire new experiences, and contribute my skills to develop the organization and add to its prosperity.

Skills

- Esri ArcGIS
- Extracting and Analyzing Geospatial Data
- Microsoft Office
- Team Work
- Complex Problem Solving
- Communication

Languages

- Arabic
- English

Education

2015 - 2020

Bachelor of Geographic Information Systems, Imam Abdulrahman Bin Faisal University

Work Experience

2022 - Present

Procurement Officer

Oxford Saudia Flight Academy - Tamheer Program

- Negotiate contract terms of agreement and pricing.
- Compare and evaluate offers from suppliers.
- Track orders and ensure timely delivery.
- Review quality of purchased products.
- Prepare reports on purchases, including cost analyses.

2019 - 2022

Property management

Real estate free lancer

- Property management planning.
- Financial affairs administration.
- Real estate pricing and evaluating.
- Real estate marketing.
- Knowledge of real estate law.
- Conclusion and termination of contracts.
- Solving problems.
- Property maintenance.

Certifications

2021

- Administration Creativity.
- Executive Training.
- Computer skills (Excel, Power Point, Word).

2020

- English Language.
- Cyber Security.
- Successful Communication skills in the Workplace.
- Stress Management in Work Place.