

NORAH SHAMAN ALOTAIBI

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Professional Summary

Information Science student at Princess Nourah Bint Abdulrahman University, with experience in administrative support, report preparation, and event coordination. Proficient in Microsoft Office Suite, with strong teamwork and effective communication skills. Seeking an opportunity to apply my skills in a professional environment to support organizational success.

Education:

Bachelor's Degree in Information Science

Princess Nourah bint Abdulrahman University | Current GPA: 4.39 | Expected Graduation: 2025

Certifications:

- Data Analysis and Visualization Using Microsoft Excel – Tuwaiq Academy.
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Volunteer Experience:

Member - Events Committee

English Language Enrichment Club

- Assisted in organizing and managing events to achieve club goals.
- Coordinated with the team to enhance collaboration and execute tasks efficiently.

Member - Research and Planning Committee

Journalism Path (Journalism and Media A11).

- Prepared concise analytical reports to support decision-making.
 - Conducted thorough research to ensure accuracy and reliability of the conte
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Skills:

- Administrative support and organizational skills
 - Proficient in Microsoft Office (Word, Excel, PowerPoint)
 - Time management and meeting organization
 - Effective communication and teamwork
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Languages:

-Arabic: Native - English: Professional proficiency