

# Maha Alotaibi

## PROFILE INFO

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Graduate of a diploma program in computer science. I am a passionate and enthusiastic person who is constantly interested in everything new around me. I am currently at the peak of my motivation, eager to apply my skills and Knowledge of every aspect of my life and career.

## CONTACT INFO

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**Phone**

0535337389



**Email**

Maha.mhlan@gmail.com



**Address**

Riyadh - alnarjis

## MY SKILLS

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Self- Education

Web Design

Microsoft Office

Writing Reports And Emails

Ui-UX - Figma

Time Management

Electronic Store

Management "salla-odoo"

## WORK EXPERIENCE

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**Customer Service Representative**

**2020-2021**

**Contact Center Company**

**Tawakkalna:**

- Solve Customer technical problems.

**Stc:**

- Convince the customer not to cancel the subscription with the company.

## EDUCATION HISTORY

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**Diploma of Princess Norah bint**

**2019- 2017**

**AbdulRahman University,  
Community College, computer  
science.**

## TRAINING

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**IT Specialist.**

**INVU Company:**

- Modification of the website
- Create Social Media Content
- Create A Promotional email in Mailchimp
- create monthly and annual reports for clients

**Electronic Store Management**

**Platraw Company:**

- Add Product
- Edit Product Photo
- Data Entry
- Data Analysis In Excel