

Maha Musfer Safer Al Otaibi

Objective

I strive to achieve a position that suits my experience and my scientific and practical skills, and gives me the opportunity of continuous development on a personal and functional level, which reflects positively on the work environment, and learning by investing opportunities available to diversify experiences And hone skills to reach higher job levels.

Personal Info

Date of Birth
01/03/1999

Nationality
Saudi



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Languages

Arabic Native
English Intermediate

Education



Diploma in Information Technology

Graduation date: 08/10/1441

Experience



❖ Trainee in the Dental Specialist Center, Information Technology Department

from 07/10/1440 to 15/11/1440

Training Courses



- ❖ Information security course for 3 hours from Doroob platform, 10/08/2020.
- ❖ Noora summer camp in the computer field, 30 hours from Princess Noura bint Abdulrahman University. from 27/06/2020 to 15/07/2020
- ❖ Introduction to Information Technology course from Doroob platform 19/06/2020.
- ❖ Photoshop Basics course from the Digital Giving Initiative 26/07/2020.
- ❖ Electronic Code Lecture from the Digital Giving Initiative 07/07/2020.
- ❖ Motion Graphics and Cinematic Impact Industry Lecture from the Digital Giving Initiative. 28/06/2020
- ❖ Computer skills course from the Digital Giving Initiative. 13/07/2020
- ❖ Attending the Middle East Cybersecurity Conference from 13 to 16 July.
- ❖ Your portal to the world of networks lecture from the Digital Giving Initiative, 25/06/2020.
- ❖ Policy for classification and protection of information course from the Digital Giving Initiative, 10/06/2020.
- ❖ Kaspersky Entry Level Course on Cybersecurity, (with distinction), Kaspersky Academy, 2-4 June, 2020.
- ❖ Creative thinking and problem solving course from Doroob platform. 11/05/2020
- ❖ Digital analysis course from the Saudi Google cloud developer community. 2020
- ❖ Manage stress at work course from Doroob platform. 15/05/2020
- ❖ Attendance of Holding the Future Path Program for Fundamentals of Professional Research (from Prince Mohammed bin Salman Foundation 2020).
- ❖ Attendance of Holding the Future Path Program for Career Research (from Prince Mohammed bin Salman Foundation 2020).

Soft Skills

- ❖ The ability to work individually or in a team
- ❖ Work to perform tasks and responsibilities on time
- ❖ Initiative
- ❖ Continuous learning
- ❖ Communicate effectively with others
- ❖ Professionalism at work
- ❖ Take responsibility and handle work stress
- ❖ The ability to solve problems
- ❖ The ability to negotiate
- ❖ Analytical thinking
- ❖ Planning and organizing
- ❖ The ability to manage the work team
- ❖ Proficiency in office work and reporting
- ❖ The ability to view and analyze data

- ❖ A session on the Protection from Cyber Attacks from the Digital Caring Initiative 2020.
- ❖ Situational Leadership Course from Princess Noura bint Abdulrahman University. 23/04/2020
- ❖ Animation design course from the Digital Giving Initiative 2020.
- ❖ Protecting the leakage of confidential data outside the organization course from the Digital Giving Initiative 2020.
- ❖ Introduction to Cybersecurity course from the Digital Giving Initiative 2020.
- ❖ Introduction to Access Control Course in Cybersecurity. 2020
- ❖ Cybersecurity Fundamentals Course from the Digital Giving Initiative 2020.
- ❖ Attended the first cloud forum of the Digital Giving Initiative 2020.
- ❖ Introduction to cryptography course from the Digital Giving Initiative 2020.
- ❖ The Artificial Intelligence Course of the Digital Giving Initiative 2020.
- ❖ Introduction to Graphic Design course from the Digital Giving Initiative 2020.
- ❖ Qualification course for Microsoft Specialist Certification Examinations (Excel 2016 program) 2020.
- ❖ Best Practices for Confronting Cyber Threats course from the Digital Giving Initiative 2019.
- ❖ Network Engineering Course (CCNA) 60 hours - 12 days, Orbits Institute for Training accredited by Cisco and the General Organization for Technical and Vocational Training, 2019.
- ❖ Cybercrime and Digital Forensic Investigation Course, Institute for Development and Consulting Services, 2019.
- ❖ Communication skills in the work environment course from the Saudi Digital Library accredited by the Ministry of Education, 2018.
- ❖ The importance of information security in digital sources course from Saudi Digital Library, 2018.
- ❖ Internet applications course from the Saudi Digital Library, 2018.
- ❖ Persuasion and thinking skills course from Princess Noura University 2018.
- ❖ English language course from Al-Farabi Institute for Languages, 60 out of 60 hours with excellent rating, 2017.

Technical Skills



- ❖ Illustrator software proficiency
- ❖ Using computer proficiency
- ❖ Microsoft Office proficiency
- ❖ Fast typing skill