

AMIRAH ALTHOBAITI

+996 505533918 amira.althobaiti@gmail.com Al Khobar, Saudi Arabia

SUMMARY

very excited to join a company that is looking for a strong, confident and hardworking candidate in project planning, with a project Management Professional (PMP) certification

EDUCATION

Bachelor's Degree in English language, King Faisal University.
GPA: 4.86 out of 5.

EXPERIENCE

Event Coordinator | May 2025

Siemens Energy Company

- Managing 300 guests, from registration desk to event completion.
- Coordinating task distribution among colleagues.
- Overall planning with team spirit.

Office Admin | Mar 2024

AL-MANSHOUR Company - WAAD AL SHAMAL POWER PLANT For SEC

- Support supplier registration procedures.
- Support in tracking project timelines, milestones, and deliverables.
- CRM system: tasks, opportunities, purchase order, track.
- IKTVA Certification.
- Coordination and follow up with all stakeholders

Project Milestone Update | 2020 - 2024

ROIDAT Company For Trading and Contracting

- Working with company that has construction projects using their materials such as concrete.
- Creating a comprehensive database for contact details using Excel.
- Support in all government requirements.
- Select investment opportunity

CERTIFICATIONS AND COURSES

- Planning strategy course 2023
- Social Intelligence 2024
- The Communication and Internet course in College of Arts

LANGUAGES

- Arabic: Native Speaker
- English: Advanced

SKILLS

- Time Management.
- Partner Relations
- Microsoft Office
- Tracking skills.
- Partners Relations
- Problem-solving skills
- Communication skills
- Flexible in work assignments.
- Negotiation skills