

Maryam Salman Bin Khunayn

+966 508 034 889

maryamsalmanbk@gmail.com

Riyadh, Saudi Arabia

SUMMARY

Motivated and reliable individual with strong communication and customer service skills. Quick learner, adaptable, and able to work effectively under pressure. Seeking to contribute to creating a positive customer experience and support the success of the team.

EXPERIENCE

General Organization for Social Insurance (GOSI) | Saudi Arabia

GRC Intern (Governance, Risk, and Compliance) | September 2024 - February 2025

- Reviewed and contributed to the update of NCA cybersecurity policies to enhance governance.
- Prepared regular risk and compliance reports to support strategic decision-making.
- Assessed and reviewed security controls to ensure alignment with internal standards.
- Participated in awareness initiatives and delivered training sessions on cybersecurity governance, including policies, risk management, and regulatory compliance.

Arabian Pay | Saudi Arabia

Operational Specialist Intern & IT Intern | August 2024 - September 2024

- Entered data with high accuracy, ensuring compliance with company standards.
- Communicated effectively with contracted companies to support operational needs.
- Understood the fundamentals of Governance, Risk, and Compliance (GRC).
- Gained hands-on knowledge in access management and role-based permission setting.

Quwat Ata’a Team| Saudi Arabia

Volunteer – Public Relations (Events & Initiatives) | July 2025 – Present

- Assisted and guided visitors during events and initiatives.
- Organized and managed interactive activities, ensuring smooth and safe operations.
- Collaborated with team members to enhance the overall experience for participants.

EDUCATION

Saudi Electronic University | Saudi Arabia

Bachelor’s Degree in Information Technology | Present

Imam Mohammed bin Saud Islamic University | Saudi Arabia

Diploma in Cyber Security | Feb 2025. | GPA=4.52/5 | 2022-2024

OTHER

- **Certificates:**
 - Cybersecurity Certificate | IBM SkillsBuild.
 - Effective Communication | Manar.
- **Courses:**
 - Ethical Hacking Course | Cisco | January 2025.
 - Information Security Fundamentals | Dorooob | September 2024.
 - Cisco Cybersecurity Essentials | June 2023.
- **Technical Skills:**
 - Data Entry & Accuracy.
 - Risk & Compliance Reporting.
 - Security Control Assessment.
 - Regulatory Standards.
 - Cybersecurity Governance.
 - Information Handling & Confidentiality.
 - Microsoft Office Suite.
- **Soft Skills:**
 - Multitasking.
 - Time Management.
 - Organizational Skills.
 - Attention to detail and commitment to safety.
 - Team Collaboration.
 - Problem Solving.
 - Leadership Potential.
- **Languages:** Arabic, English.
- **Recommendations:**
 - Highly recommend for the outstanding performance and strong skills in Governance, Risk, Compliance. Omar Alkhamis – Cybersecurity GRC Expert | 0555115263
 - Highly recommend for the exceptional performance and technical expertise during the internship at the Security Operations Center (SOC). Ibrahim Alqusaibi – Cybersecurity Operations Director