

HAJAR MAQBOOUL ALOTAIBI

CAREER OBJECTIVE

Motivated professional seeking a challenging position where I can utilize my experience, enhance my skills, and contribute to the success and growth of the organization

PERSONAL INFO

Address: Dammam, Saudi Arabia

Phone: +966590142194

Email: Hralosaimi@hotmail.com

Nationality: Saudi

WORK HISTORY

Operations Officer, 2023 – Present

Abdulmohsen Al Tamimi Contracting - AL Khobar

Key Responsibilities:

1. Government and Digital Platform Management:

- Managed and coordinated operations across various governmental and private platforms, including:
 - TAMM Platform: Handling traffic violations and obtaining permits.
 - Transport General Authority Platform: Submitting objections for traffic violations and updating transport data.
 - Bayan Platform: Issuing official transport documents.
 - Zawil Platform: Obtaining port permits.
 - Qiwa Platform: Managing labor and HR services.
 - Eastern Province Chamber of Commerce: Issuing and authenticating official letters.
 - Water and Electricity Companies: Monitoring and paying utility bills.
 - PetroApp Platform: Managing vehicle fueling operations electronically.

2. Transportation and Logistics Operations:

Oversaw the operation of a large-scale fleet consisting of:

1,381 diverse vehicles and 1,550 heavy equipment and machinery units.

Responsibilities included:

- Receiving vehicles from suppliers and completing all related processes (insurance, customs cards, vehicle registration issuance).
- Coordinating worker transportation to and from project sites via buses.
- Delivering and receiving vehicles for project departments and company staff.
- Issuing operation permits for trucks and preparing all transport

SKILLS

Excellent communication skills
Problems solving
Work under high pressure
Time management
Multitasking
Microsoft office
Leadership
Team management
Contract management
Microsoft Office

documentation (driver info, destination, cargo type, size, etc.).

-Preparing and issuing formal letters to traffic authorities.

-Supervising the installation of GPS tracking systems on vehicles.

3. Insurance Management:

-Issuing insurance policies for vehicles, equipment, and heavy machinery. (Motor fleet policy) & (Contractor plant and machinery policy -CPM)

-Handling all policy updates, including additions, deletions, and data modifications.

-Handling Additions and deletions to health insurance policy

Public Relations Officer, 2020 to 2023

Asr Al-Hadeed Company -AL Khobar

Public Relations Officer, 2018 to 2020

Al-Rajeh Contracting Company - Jeddah

EDUCATION

Taif University

Diploma in English Language – Graduated: 2016

Academy of Learning

Diploma in Human Resources – Graduated: 2023

LANGUAGES

Arabic

Native

English

Good

REFERENCES

References and certificates available upon request
