

# RANA ALMUTAIRI

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## SUMMARY

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Experienced and dynamic Assistant Project Manager with a diploma in Computer Software. I have two years of experience in project management and two years of experience in technical support. I am proficient in programming languages such as Python, Java, HTML, CSS, and JavaScript, with a strong understanding of network setup and maintenance. I have expertise in data analysis using Excel, Tableau, and SQL, and I am well-versed in information security principles and penetration testing. I am highly motivated and actively pursue academic and career goals, with a focus on continuous improvement and skill development.

## EXPERIENCES

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### 3D Excellence Contracting Company | Saudi Arabia

Assistant Project Manager | January 2023 – December 2024

- Assisting in preparing project plans and organizing schedules.
- Monitoring work progress and providing regular reports.
- Effectively distributing tasks and resources.
- Continuously communicating with the team and organizing meetings.
- Identifying potential risks and developing strategies to address them.
- Providing technical and administrative support to the participating teams.
- Preparing documentation and periodic project reports.
- Offering training and guidance to team members and contributing to their skill development.

### PORA Shop | Saudi Arabia

Technical Support | 2020 - 2022

- Troubleshooting technical issues and providing solutions for hardware, software, and network problems.
- Installing and maintaining computer systems and software applications.
- Providing technical support to users and resolving their inquiries.

## EDUCATION

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### Technical and Vocational Training Corporation (TVTC) | Saudi Arabia

Diploma in Computer Programming | August 2020

- Proficiency in programming languages and software development.
- Database management and web application development.
- Information security and analytical and creative thinking.

## OTHER

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- **Courses and Certificates:**
  - Project Management Professional (PMP)
  - Human Resources.
  - Occupational Health and Safety
  - Microsoft Programs
- **Memberships:**
  - Member | Saudi Council of Engineers (SCE)
- **Technical Skills:**
  - Planning and Scheduling
  - Risk Management
  - Budgeting
  - Stakeholder Communication
  - Troubleshooting
  - System Installation and Configuration
  - Network Setup and Maintenance
- **Soft Skills:**
  - Problem Solving
  - Teamwork
  - Time Management
  - Leadership
  - Adaptability
  - Communication
  - Creativity
  - Critical Thinking
- **Languages:** Arabic , English