

# SHOUG ALOTAIBI

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## SUMMARY

Business and Project Management professional with experience across diverse administrative functions, driving performance, optimizing processes, and delivering strategic results. Skilled in leadership, organization, and stakeholder communication, committed to driving excellence and continuously improving work environments.

## CORE SKILLS

- **Languages:** Arabic, English
- **Soft Skills:** Communication, Leadership, Team Development, Root cause analysis, Time Management, Birkman Personality Assessment
- **Hard Skills:** Mega Project Coordination, Data Analysis, Document Control, SAP (ERP System), Microsoft Office, Event Planning, Graphic Design, Social Media Management, Content Creation

## EDUCATION

### Bachelor's degree in Business Administration

Aug2022

Saudi Electronic University

## EXPERIENCES

### QA\QC Administrator | Nesma & Partners

Aug2025-Present

- Perform NCR & IR Tracking and monitor rejected items
- Maintaning and analyzing data
- Prepare monthly reports
- Assist in process improvement

### Project Execution Administrator (Approved by Aramco) | Nesma & Partners

Jun2024-Aug2025

#### Assigned to Saudi Aramco Project – Master Gas Expansion Phase 3

- Follow-up on procurement activities
- Managed project documents and reports
- Created and maintained change requests files
- Provided administrative support
- Coordinated and distributed letters and transmittals from Saudi Aramco to contractors

### Project Coordinator | Eastern Province Municipality

Mar2023-Mar2024

- Prepared monthly and weekly reports
- Collaborated with all departments to gather and input required data
- Prepared and updated project documentation, monitored progress
- Supervised and trained team members

### Public Relations Specialist (Tamheer) | Saudi Press Agency – WAS

Oct2022-Jan2023

- Planned and managed large-scale exhibitions, conference and events
- Prepared letters, reports, and presentations
- Coordinated internal and external communication activities
- Designed and implemented digital content, managed social media

### Administrative Assistant, COOP | Eastern Province Municipality

Jun2022-Aug2022

- Organized meetings and appointments
- Handled administrative tasks including data entry and reports organization
- Provided departmental support and facilitated communication

### Services Coordinator | Dr. Suliman Al Habib Hospital

May2019-Mar2020

- Coordinated patient care and appointments
- Handled patient complaints and provided support
- Entered and updated patient data in hospital systems
- Assisted patients with insurance processes and claims
- Trained and guided staff on service best practices

## VOLUNTEER

- Riyadh Arab-China Summit for Cooperation and Development | **Public Relations Representative**
- Future Investment Initiative | **Event Organizer**
- Visit of the Military Media Delegation of GCC Countries | **Public Relations Representative**

## COURSES & CERTIFICATIONS

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- A3 Problem Solving
- Lean six sigma
- Risk Management Professional (**RMP**)
- Supply Chain Code of Conduct / Aramco
- Project Management Professional (**PMP**) / Project Management Institute
- Microsoft Excel
- Professional Business Communication (**CBP**) / IBTA