

TURKIAH ALOTAIBI

Administrative Sciences



Birth Day
11/21/1998



Location
Riyadh



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SUMMARY

Highly motivated, enthusiastic, and energetic Business Management recent graduate with an ambition to obtain an entry position whilst completing the studies and advancing knowledge of the latest technology. An enthusiastic and highly motivated individual who has a clear understanding of the role and responsibilities associated with being an Individual in a Company. A quick learner who can absorb new ideas and can multi-task is experienced in coordinating, planning and organizing different activities. An excellent team player with a proven ability to work proactively in a complex and busy environment.

EDUCATION

Diploma of Administrative Sciences

Princess Norah University | 2017 - 2020

LANGUAGE

English



Spain



WORK EXPERIENCE

• Intern | Commercial Department

Noon Company | 2022 - current

• Tamheer Training | Marketing Department

Saudi Ceramic Company | 2021 - 2022

COURSES & CERTIFICATES

- R Volunteer work at the King Abdulaziz Library ,for two days on July-2020
- English Language course, level 3 from The Multilingual Club on 2020-2021
- Field training, visit the central library and King Abdullah University Hospital for 3 days Department of Administrative Sciences on 2020-2021
- Spanish Language course, level 1 from The Multilingual Club on 2019-2020
- Career Preparation Program, for 15 hours from Misk and Fullbridge on April 4, 2019
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SKILLS

- Administrative Skills.
- Excellent Verbal & Written Communication.
- Ability to work effectively both independently and as part of a team.
- Proficiency in applications including Word, Excel, Powerpoint , and Outlook.
- Multitasking.
- Solutions-Oriented.
- Meticulous Organization