

TURKIAH ALOTAIBI



Birth Day
11/21/1998



Location
Riyadh



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Administrative Sciences

WORK EXPERIENCE

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

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

LANGUAGE

Arabic 

English 

Spain 

Noon E-commerce Company | 2022 - Present

• Intern | Commercial Department

• noon is a technology leader with a simple mission: to be the best place to buy and sell things

- Developing and sustaining solid relationships with Sellers.
- Addressing and resolving sellers complaints.
- Acting as the main point of contact between sellers and internal teams.
- Monitoring inventory level and Supporting sellers in Scheduling delivery slots accordingly.
- Maintaining price competitiveness against market prices.
- Growing seller assortment for respective category.
- Engaging in team planning for Mega events.

Saudi Ceramic Company | 2021 - 2022

• Intern | Marketing Department

SOCIAL MEDIA

- Managing and following up on social media accounts daily (Twitter, Instagram, Facebook, Google Map)
- Reply to customer inquiries
- Content Writer
- Monitor all incoming inquiries and complaints
- Handling complaints Send them to the officials.

FOLLOW-UP & PLANNING OFFICER

- Organizing and attending company events
- Organizing advertising and promotional campaigns for the company
- Create Purchase requisition from the SAP program

COURSES & CERTIFICATES

- R Volunteer work at the King Abdulaziz Library, for one week in 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 in 2019-2020
- Career Preparation Program, for 15 hours from Misk and Fullbridge on April 4, 2019