

Saleh ALTuraiery

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PROFILE

Saudi Aramco Employee Seeking For a New Job And Opportunity
To Use My Experience And Skills .

EDUCATION

- Diploma In Entrepreneurship**, Cisco Academy 2020
- Diploma In Human Resources** , Chamber Of Commerce 2019.
- Business Management**, Saudi Aramco Academy ITC, Dhahran(2002-2004)
- Diploma in Accounting** ,Imam Muhammad bin saud university, Riyadh (2000-2001)

EXPERIENCE

Apr 2004– Mar 2019 Saudi Aramco Company

- Administrative Assistant** (Apr 2004- MAY 2007)
- Admin Coordinator.** (Jun 2007-Mar 20011)
- Admin Specialist.** (Apr 2011- Mar 2015)
- Admin Supervisor.** (Apr 2015- Feb 2019)

Thabat Construction Company (Sep 2020- Until Now)

Administrator

SKILLS & LANGUAGE

- Understand spoken information. (Excellent)
- Listen to others and ask questions. (Excellent)
- English Language. (Excellent)
- Time Management / Problems solving/ Adaptability/ Planning and Organizing
- Microsoft Office (Excel - Word-Outlook) /Leadership Skills.

CERTIFICATES

- Effective Communication with customer //Customer service Principles
- Customer Relationship Management
- Executive Secretarial Series
- strategic thinking
- Building creative confidence
- Entrepreneurial mindset and crisis management
- Entrepreneurial mindset and crisis management program
- Diploma in Quality Management/ Diploma in Financial Management