

MOUDY ALTURKI

SAUDI ARABI, RIYADH - +966560222988

m.malturki@hotmail.com · LinkedIn Profile : <https://www.linkedin.com/in/moudy-alturki-25aa093b/>

High Profile:

Highly passionate talented and professional , capable for dealing with people from different backgrounds, comfortable with technology, my main goal is to maintain the balance between my career path in marketing and business office aspects and keeping my knowledge unlimited to have more Strength, happily for taking initiatives to add value to the team...

EXPERIENCE

JAN 2013 – 2014 DEC

CUSTOMER SERVICE/ TRAINER: SABB BANK

Received inquiries from clients and assisted them from opening new accounts to create beneficiaries and transfers, handled technical inquiries and complains, issued and cancelled Both ATM and credit cards. As well as worked in fraud cases and hacked account for on-line banking

Trained newly hired employees on the Bank's system and customer service etiquettes

DEC 2014 – SEP 2018

**VENDOR MANAGEMENT AND COMMUNICATION BUSINESS OFFICE LEAD/
ERNST&YOUNG**

Worked on variety of tasks in admin by providing support and guidance to staff, leading procurement services and vendors relations for Riyadh Office and risk team among MENA Region in addition, reviewing invoices with the finance team. Furthermore, I Covered the marketing, communication and business office, protocols for almost four years and was so proud to cover so many events inside and outside KSA such as VAT, internal Audit, and IFRS and leading branding and communication etc.

Dec 2018 – April 2019

Public Relation SPECIALIST/ DIRIYAH GATE DEVELOPMENT AUTHORITY (temp

contract): assisting the directors on daily work by preparing reports and business office. Helping marketing team and sales by negotiating the clients for selling and investing properties of Diriyha and leading the PR assignments

Aug 2019 – Present

Senior Executive (business management)/ Saudi information Technology

Company (SITE): assisting the board of directors on daily work by preparing financial invoices, reports, RFPs, letters as well as work on account payable along with business management among office. Partly, worked on creating contents for work environment committee co-organized and covered events in the office

EDUCATION

JUNE 2011

KING SAUD UNIVERSITY, ENGLISH TRANSLATION

SKILLS

- Team player
- Leading and taking initiatives
- flexible
- Multi-task
- Event planning
- Managing expectation of clients partners etc.
- ready for new challenge

ACHIEVEMENTS, ACTIVITIES AND TRIUMPHS

- member of society for human resources (**SHRM**)
- member and organizer for hosting the academic meeting for three years – college of languages and translation
- volunteered in (no smoking campaign in the university
- hosting breast cancer and Alzheimer campaign at EY
- Supporting and organizing team (on the ground) in entrepreneur of the year at **EY**
- Global Tournament for EY Offices
- Leading all the internal communication & Branding for Riyadh Office (EY)

COURSES:

- Management Skills - IBM
- Time Management - IBM
- Strategy and Operation - IBM
- Finance and Accounting – IBM
- Leadership and Teamwork (session) – Microsoft New York USA
- Marketing Strategy (HRDF)