

Saleh ALTuraiery

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PROFILE

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

EDUCATION

Mar 2002- Mar 2004

Diploma in Business Office , Saudi Aramco ITC, Dhahran

EXPERIENCE

Mar 2002– Mar 2019 Saudi Aramco company

Apr 2004-May 2011

Customer service

May2011-Mar 2019

Administrator Assistant

SKILLS & LANGUAGE

- Understand spoken information. (Excellent)
- Listen to others and ask questions. (Excellent)
- English Language. (Excellent)
- Time Management / Problems solving/ Adaptability/ Planning and Organising

CERTIFICATES

- The advance Program for preparing a professional Public relation Manager
- Leadership Skills // Mastery of negotiation
- Effective Communication with customer //Customer service Principles
- Customer Relationship Management
- Executive Secretarial Series
- Diploma in Quality Management
- Diploma in Human Resources
- Diploma in Financial Management
- Diploma in Accounting