

# 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

**Office management**, Saudi Aramco Academy ITC, Dhahran

Jan2000- Sep 2001

**Diploma in Accounting** ,Imam Muhammad bin saud university,Riyadh

## EXPERIENCE

Apr 2004– Mar 2019 Saudi Aramco Company

Apr 2004-May 2008

**Customer service**

Jun 2008 – Sep 2012

**secretary**

OCT 2012-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
- Microsoft Office (Excel - Word-Outlook) /Leadership Skills.

## CERTIFICATES

- The advance Program for preparing a professional Public relation Manager
- 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