

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 Marketing**, 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
 - Secretary.** (Apr 2004- MAY 2006)
 - Administrative Assistance.** (Jun 2005-Mar 2007)
 - Office Manager.** (Apr 2007- Mar 2019)
- Thabat Contracting Company (Sep 2020- Until Now)**
 - Office Manager**

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

- 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