

# TURKI ALSHIHRI

Marital status Single

Date of birth: 1/8/1980

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Seeking a position to utilize my skills and abilities in the management and accounting at environment that offers professional growth while being resourceful innovative and flexible

## EXPERIENCE

29/01/2017 – 27/03/2019

### PROJEC ADMIN & MOBILIZATION UNIT HEAD, HR DEPT. SRACO COMPANY

- To follow up Projects' Managers Works at all over the kingdom of Saudi Arabia and to make sure that project managers raising he Party Evacuations for all the workers and employees at the site, and also, submitting the attendance and leave reports and workers salaries of the projects at Oracle System
- Planning and Coordination

23/03/2015 – 30/05/2016

### EXECUTIVE OFFICER FOR CONCERTS AND CONFERENCES, MARRIOTT HOTEL, RIYADH

- Communicate with guests, other employees to ensure guest needs are met
- Set up banquet area/room (furniture/ equipment)
- Respond to and try to fulfill any special banquet arrangement
- Resolve any problems

29/08/2004 – 02/10/2014

### PUBLIC RELATION DIRECTOR – FIRST TELLER , AL JAZEERA BANK

#### Public Relation Director

- Director of Public Relations for VIPs of Al Jazeera Capital Customers
- To follow up Customers' portfolios, portfolio accounts development and portfolio accounts management

#### Branch Director Assistant:

- To open a current account, development of a current account, opening Naqaa account, and bringing new customers to the bank

#### First Teller:

- Customer services at the Branch by depositing and withdrawal of large amounts.
- To do the internal and external transfers
- Payment for all invoices
- Mobilization/ filling of external ATM for the branch in daily basis

## EDUCATION

FEBRUARY 2004

**THE ASSOCIATE DEGREE IN DAMINISTRATIVE SCIENCES, MARKETING SPECIALITY,**  
COLLEGE OF TECHNOLOGY IN DAMMA, SCHOOL

GPA 3.35

## **TRAINING COURSES:**

- Futures' Mangers - The banking institute, Saudi Arabian Monetary Agency, one and half month
- Administrative Training Program- The banking institute, Saudi Arabian Monetary Agency,
- Sales Skills – Merak International Institute
- Excellent Customer Services Skills
- Effective Sales Skills and Costumers Services
- ICMS Saudi Telecom Company STC
- Customer Care by Phoning
- VIP Costumer Care Skill
- English Language Course – Languages Institute in Dammam
- Developing Sales Skills - Elite Management Training Center
- Personal Effectiveness Program - Professional Business Training Institute
- Think Smart Program - Professional Business Training Institute
- Project Management: Communication& Risk Management
- Project Management: Quality& HR Management
- Basics of Leadership

## **SKILLS**

- Working on Oracle Fusion system
- Full command of Computer Program “MS Office”
- Good Communication skills.
- Sincere & Hard worker and cooperative.
- Adaptation with any job.
- Ability to undergo work pressure.
- Self-learning Skills
- Well dealing with situations and getting over problems.
- Ability to work individually or in groups.
- Full Command of Computer Skills
- Good Command of English Language (Intermediate Level ).