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**Address**

Riyadh, Saudi Arabia

**Phone**

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**Date of birth**

09-24-1992

**Nationality**

Saudi

**Link**

[www.linkedin.com/in/turki-alsudais-5b4454186](http://www.linkedin.com/in/turki-alsudais-5b4454186)

**Skills**

Microsoft office

Oracle

Negotiation

Teamwork

Problem-Solving

Leadership

**Languages****Arabic**

Advanced

**English**

Intermediate

# Turki Alsudais

## Administration Services

An initiative, reliable, trustworthy professional, who has a desire in a growth-oriented organization. to work along with its team and participate in its success.

### Experience

#### ▪ Purchasing & Administration Admin

**Ersal Money Transfer** *Riyadh, SA*

January 2018 - Present

Procurement - Supply Chain Management - Payment Management - Government relationship - Inventory Management - Security & Safety.

#### ▪ Real State

**Family Business** *Riyadh*

March 2015 - December 2017

Supervision over family buildings and stores - managing rent contracts - Rent collection - Sales collection.

### Education

#### ▪ Diploma Bisuness Banking

**Institue of Public Administration** *Riyadh, SA*

2015

### Projects

**Rent Reduction:** a project where I managed to reduce the total contracted rent for Ersal Branched by 5% within 3 months.

**Cost Saving:** managed to cut cost several areas such as stationary & printing, cleaning contracts, maintenance contract and other.

### Certifications & Courses

Oct 2011 - Apr 2012: ELS - English Course Level 1 & 2

Mar 2019 - Apr 2019: British Council - English Course

2020 - Doroob: Principles of Financial Accounting - Accounting Cycle