
Meshari Al-Turi

AL-Madinah, Saudi Arabia

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SUMMARY

Motivated and detail-oriented Public Administration graduate with strong academic performance and a proven record in administrative and human resources roles. Seeking to leverage my organizational, communication, and leadership skills to contribute effectively in dynamic work environments and grow professionally within the management field.

EDUCATION

Bachelor's Degree in Public Administration

Technical College – GPA: 4.63 (Excellent), Second Class Honors

Graduation: 06/03/1443 AH (corresponds to ~Oct 2021)

WORK EXPERIENCE

- **Office Manager**

Saqr Al Qahira Contracting Co. — *April 2024 – Present*

Managing daily office operations, administrative support, and correspondence. Supervising clerical tasks and coordinating between departments.

- **HR Manager**

- **Advanced Co.** — *April 2023 – April 2024*

Directed human resources functions including hiring, onboarding, and training. Handled employee relations and contributed to HR policy development.

- **Administrative Specialist**

Advanced Co. — *July 2020 – April 2023*

Provided comprehensive administrative support across multiple departments. Maintained documentation, organized files, and improved workflow efficiency.

- **Administrative Trainee**

Saudi Post — *2019 (6 months)*

Assisted with administrative and customer-facing duties during training. Supported internal processes related to mail sorting and distribution.

- **Administrative Trainee**

Technical and Vocational Training Corporation — *2020 (6 months)*

Provided support to administrative teams in documentation and reporting. Participated in daily office operations and department coordination.

COURSES

- Risk management course.
- Leadership Fundamentals Course.
- Keys to Success Course from the Center for Social
- Development

SKILLS

- Computer skills (MS office).
- Administrative skills.
- Effective communication skill.
- Adaptability at work.
- Teamwork.
- Problem-solving skill.

LANGUAGES

- Arabic: Native
- English: Good (PET Certificate)