

Turki Ahmed Alturki

532044471

turkiahmed1000@gmail.com

Eastern Province | Saudi Arabia

SUMMARY

Highly organized and efficient Executive Secretary with extensive experience in task coordination, meeting arrangements, and providing administrative support to management. Proven track record of supporting high-level executives in fast-paced environments. Skilled in managing projects with major companies. Recognized for exceptional performance and innovative approaches to improving work processes. To secure a challenging Executive position where I can utilize my organizational skills, project management experience, and proficiency in risk management and time organization to contribute to the success and growth of the organization. Seeking to leverage my strong background in business administration and quality management to drive efficiency and excellence in operations.

EDUCATION

- **Bachelor's degree in Business Administration** | King Faisal University | 2023.
- **Quality Management Diploma** accredited by the American Board.

PROFESSIONAL EXPERIENCE

Executive Secretary | 2023 – Present.

- Organized and prioritized daily tasks to ensure smooth and efficient office operations.
- Arranged and coordinated meetings, including scheduling, preparing agendas, and managing logistics.
- Provided comprehensive administrative support to senior management, including preparing reports, handling correspondence, and managing confidential information.
- Conducted research and compiled data to support decision-making processes for the management team.
- Assisted in the preparation and distribution of meeting minutes and follow-up actions.
- Supported project management activities, including tracking progress, updating documentation, and ensuring project deadlines were met.

Business Administration Specialist – Trainee | Prince Saud bin Jalawi Hospital | 2023.

- Assisted in the development and implementation of business strategies and plans to achieve organizational goals.
- Supported the preparation of financial reports, budgets, and forecasts to aid in strategic planning.
- Provided administrative support, including scheduling meetings, preparing presentations, and handling correspondence.
- Assisted in the preparation of reports and presentations for senior management and stakeholders.

CERTIFICATES & COURSES

- Advanced skills in Excel course | Edraak Platform | 2023.
- Project management as a life skill course | Edraak Platform | 2023.
- Time management, organization and stress control course | Edraak Platform | 2023.
- 3D printing in the labor market Course | Doroob Platform | 2023.
- Risk management course | Doroob Platform | 2023.
- Introduction into Project Management Professional (PMP) course | Doroob Platform | 2023.

PROJECTS

- Managed and supervised contracting projects with Aramco.
- Contributed to contracting projects with SABIC.
- Participated in contracting projects with the Electricity and Desalination Company.

SKILLS

- Data Analytics
- Task Coordination
- Meeting Arrangements
- Administrative Support
- Project Management
- 3D Printing Knowledge
- Process Improvement
- Risk Management
- Quality Management
- Presentation Skills
- Industry Trend Analysis
- Stakeholder Engagement

OTHER SKILLS

- Organization & Time management.
- Leadership & Teamwork.
- Flexibility & Ability to Learn Quickly.
- Effective communication skills.
- Stress Management.
- Critical thinking & Creativity.
- Research Skills.
- Strategic Planning.
- Writing Reports Skills.
- Computer & Microsoft Office Skills.
- Creative Problem Solving.
- Decision Making Skills.

LANGUAGES

- Arabic.
- English.