

OTAIBI TURKI ALGHAMDI

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PROFESSIONAL SUMMARY

MBA graduate with 4 years of experience in business development, strengthening client relationships, and supporting high-performing teams. Proficient in business strategy, operational efficiency, and risk management. Dedicated to continuous improvement and delivering measurable contributions to business growth and profitability.

EXPERIENCES

Amaken Tourism Company Business Development Executive	Riyadh, Saudi Arabia 06/2022 - Present
<ul style="list-style-type: none">Managed key accounts, building long-term relationships with public and private sector clients.Drove strategic partnerships and expanded key accounts while ensure high service standards that contribute to revenue generation.Led bid submissions, proposal writing, and contract negotiations on government platforms (Etimad, EXPRO).Coordinated cross-departmental teams to deliver projects and services on time and within budget.Produced performance reports and market insights to support data-driven strategic decisions.	
Amaken Tourism Company Sales Coordinator	Riyadh, Saudi Arabia 06/2021 - 06/2022
<ul style="list-style-type: none">Supported the business development team in preparing competitive bids, offers, and client presentationsMaintained accurate sales pipelines, CRM data, and performance recordsAssisted in coordinating cross-departmental efforts for successful project and service delivery	
Banque Saudi Fransi Summer training program	Riyadh, Saudi Arabia 06/2011 - 10/2011
<ul style="list-style-type: none">Gained hands-on experience in banking operations, client service, and administrative processes.	

ACHIEVEMENTS

Framework Agreement for Halls and Hospitality Services

Securing an agreement with Government Expenditure & Projects Efficiency Authority (EXPRO) to provide halls and hospitality services to government sectors which contributed to 50% of total revenue from banquet and catering services in 2024.

EDUCATION

Saudi Electronic University Master's in Business Administration	Riyadh, Saudi Arabia 09/2022 - 07/2024
<ul style="list-style-type: none">(In association with Colorado State University Global, USA)Graduated with Secondary honoursGPA = 3.58/4	
Imam Muhammad Ibn Saud Islamic University Diploma in Computer applications	Riyadh, Saudi Arabia 09/2018 - 03/2019
<ul style="list-style-type: none">Grade 96% out of 100%	
King Saud University Bachelor of Science in Biochemistry	Riyadh, Saudi Arabia 08/2013 - 05/2017

SKILLS

Soft: Communication • Team Collaboration • Problem Solving • Time Management • Leadership • Strategic Thinking

Technical: MS Office • Opera PMS • Project Management • Risk Management • Government Procurement (Etimad - EXPRO) • Quality Management

CERTIFICATES

Google Project Management Professional Certificate (6-course specialization)

LANGUAGES

Arabic ●●●●●

English ●●●●●