

Saad Alturaiki

saad.alturiki@gmail.com Mobile No: +966 59 797 6939

Personal Profile:

Recent Business Administration graduate with coop experience in administrative support. A motivated and good team player with strong communication skills to achieve the best possible outcomes. Able to manage tasks under pressure and work well with others in a professional company.

Objective:

As a fresh graduate, I am looking for an opportunity to learn, gain my experience, and grow my skills while contributing to the success of the organization.

Education:

Jan.2020- Aug.2024

Bachelor of degree, Business Administration. Imam Abdulrahman bin Faisal University.

Coop Experience:

JUN.2024-Aug.2024 SABIC (KEMYA)

Handled employee data for workforce development and improvement.

Supported onboarding by coordinating safety training and orientation.

Assisted in organizing meetings with management.

Recommended training courses based on job roles.

Familiar with safety standards on industrial sites.

Basic knowledge of SAP systems and workflow processes.

Understanding of ISO 9001 and ISO management systems.

Learned organizational structure while assisting ERP Officer.

Certification:

Introduction to Human Resources from Dorooob.

Introduction to Strategic Human Resources Planning from Dorooob.

Strategic Planning of Organizations from Dorooob.

Keys to Effective Negotiation from Dorooob.

Basics of Electronic Retail and Supply Chain from Dorooob.

Risk Management Dorooob.

Advanced Risk Management Dorooob.

Cyber Security Dorooob.

Spreadsheet Applications Certificate (Excel) from King Fahd University of Petroleum and Minerals