

Turki Alahmadi

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 Saudi Arabia

SUMMARY

I seek to join a professional work environment that enables me to develop my skills, gain new experiences, be an effective and productive member, and contribute to the development of the employer with whom I will work to simulate success and development.

EXPERIENCE

Human Resources Management (CO-OP)

I Trained in Ministry of Islamic Affairs in Human resources management for 3 months /JUN 2024 -SEP2024

I Trained in Madinah Region development Authority in Human resources management for 4 months /April 2025 -june2025 (Tamheer Program)

Responsibilities

- Data analysis
- Evaluating employees performance
- Registering employees for training courses
- Writing reports
- Reviewing letters
- Archiving
- Registering employees for vacation

EDUCATION

Bachelor's Degree in Business Administration

2020-2024

Taibah University

Withholding a current GPA of 4.46 out of 5.00

○ Courses:

- Electronic archiving 2024
- Writing reports and administrative correspondence /2024
- Modern Human resources management skills /2024
- Executive secretarial and office management /2024
- Administrative leadership / 2021
- Administrative assistant and team building/ 2021
- Excel skills /2021

○ Technical Skills:

- Microsoft Office (Excel, Word and PowerPoint).
- Entrepreneurial Mindset.
- Presentation Skills.

○ Soft Skills:

- Communication skills.
- Time Management.
- Problem-Solving Skills.

- **Languages:** Arabic, English.