

Malak AL T U R K I

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Khobar, Saudi Arabia

OBJECTIVE

To work in a challenging environment that provides generous opportunities for learning, utilizing my skills and abilities, which will allow me to effectively contribute to the growth of an organization.

EXPERIENCE

HR Officer | Emirates National Oil Company

August 2018- Current



Personal Assistant | Servcorp

June 2015-May 2016



Internship | Saudi Aramco

Summer student 2014



Awards and Certificates

- Human Resource Specialties certificate
- Legal Aspects of Human Resource Certificate
- Appreciation and Recommendation letter from Training unit supervisor, Aramco
- Recommendation letter from HRD group leader, Aramco

EDUCATION

Bachelor Degree | Prince Mohammed bin Fahd

University | 2010 – 2015

Bachelor of Science in Business Administration

GPA: 3.42 out of 4

SKILLS

- Customer Service
- Payroll
- HR Policies
- Recruiting
- Teamwork
- Leadership
- Conflict management
- Proactive
- Multitasking
- Languages (English and Arabic)
- Microsoft Office; (Excel, Word, PowerPoint, Outlook). Adobe; (reader, writer).

VOLUNTEER

- 2013 Mashael Alkhair organization organizing their end of year ceremony
- 2011 Fatat AlKhaleej Visiting Orphanage and elderly house
- 2009 Saad Al Sanea Center for Communication Disorder (SSCCD)

