TURKI LAFI ALSLIMY

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CAREER OBJECTIVE:

I aim to develop and enhance my skills in both academic and practical fields, elevate the organization to the highest levels of excellence, and be an active and supportive member by applying my knowledge and academic skills

EDUCATION:

High School Diploma
Major: Science
Institution: Al-Zarqa High School

Diploma
Major: Hospital and Health Services Management
Institution: Saudi Higher Institute of Training

WORK EXPERIENCE:

Job Title: Cashier
Bras Trading Corporation

Responsibilities:

- Manage daily cashier operations accurately and efficiently
- Assist customers and provide necessary support
- Prepare daily reports on sales and financial transactions
- Ensure compliance with cash handling
- procedures and financial standards

Job Title: Office Supervisor
Amwaj Al-Jawaa Auto Workshop
Duration: December 2022 – January 2023

Responsibilities:

- Supervise administrative operations of the office
- Monitor schedules and vehicle maintenance
- Handle customer inquiries and resolve issues
- Prepare daily reports and work statistics

Job Title: Receptionist
Ljam Sports Company

Responsibilities:

- Welcome and assist customers professionally
- Support marketing efforts to promote sports products
- Monitor sales and achieve store targets
- Provide excellent customer service and resolve inquiries

TRAINING COURSES:

- English Language – 6 months
- Word Processing (Microsoft Word)
- Spreadsheets (Microsoft Excel)
- Computer Basics

SKILLS:

- Ability to work under pressure
- Wisdom in handling situations
- Teamwork and collaboration
- Creativity and social skills

LANGUAGES:

- Arabic
- English