



Name
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COMPETENCIES

- Team Management
- Excellent Writing and Verbal Communication Skills
- Project Discovery and Planning
- Problem Solving Skills
- Organizational Skills
- Exceptional Attention to Details
- Dedicated Team Player
- Accountability
- Employee Relations and Conflict Resolution
- Facility Management
- Exceptional Interpersonal Skills
- Customer Relations

CERTIFICATIONS

E: Commerce Supply Chain
Monsha'at

Administrative Supervision
Ithrai'e

Ahmed Altorki



SUMMARY

Analytical and detail-oriented professional with experience in coordinating and planning daily operational and administrative functions. Proven capacity to troubleshoot and resolve issues quickly, maintain a high level of professional savvy, patience and efficiency to reduce customer's dissatisfaction and increase customer's loyalty. Outstanding design and problem-solving skills with the ability to handle rapidly changing work priorities Efficient in task prioritizing; performs client service to the highest standards and keen to learn new processes.



EDUCATION

2015 - 2020

Bachelor of Logistics, Materials, Supply Chain Management

Boise State University – College of Business and Economics

Cumulative GPA (3.26 out of 4.00)

Relevant Coursework:

- Quality Mgt & Lean Process
- Database Systems (SQL)
- Business Intelligence
- Spreadsheet Topics
- Leadership Skills
- Project Management
- Procurement
- Sustainability