

HALIMA AL-MUSHALI

PUBLIC RELATIONS

00966 567223276
HALIMA1996X@GMAIL.COM
AL-DAMMAM/SAUDI ARABIA

OBJECTIVE

Public relations specialists that can create and maintain a positive public image for the individuals, groups, or organizations the well advanced represent, building a strong environment for the whole company yet connecting individuals together.

SKILLS & ABILITIES

Expertise in writing skills, creativity, good communication skills additionally productive, friendly and loyal.

TRAINING COURSES

- English course – Al-khalij institute.
- Marketing strategies- Greece Royal company.
- Human Resources – Technical Training Corporation.
- Excellence in customer Service – AL-Sharqia chamber.
- Persuasion and Negotiation - AL-Sharqia chamber.
- Selling And Persuasion Skills -Faact Academy.
- Fundamentals of Risk Management – Institute of Risk Management.

EXPERIENCE

2017-2021 **Human Resource Management at Glow Salon – Beauty Salon**

Tasks:

- Department of Human Resources.
- Responsible for contracting, permitting and enterprise affairs.

2021-2022 **STC MAX MEDIA**
ACCOUNT MANAGER

- Serve as the lead point of contact for all customer account management matters
- Responsible for negotiating contracts and close agreements to maximize profits.
- Build and maintain strong, long-lasting client relationships.
- Develop trusted advisor relationships with key accounts, customer and executive sponsor.

2022- Present **Public relations manager - Adcon pro consultancy**

- **Management of communication processes that occur within the company.**
- **Correspondence to people and clients via phone and e-mail.**
- **Company spokesperson.**
- **Organizing events and activities.**
- **Assisting senior management in setting goals.**

EDUCATION

2023-2024	Human Resources Diploma High managerial aptitude institute for training
2023	Public Relations Alsrh Professional Management Development
2020	Undergraduate program- Electronic commerce Saudi Electronic University.

COMMUNICATION

Excellent writing and verbal communication skills as well as for the ability to arrange meetings and be responsible for the feedbacks in the office, collaboration with the whole team. In addition to arranging meetings and events with all well-known connections due to the public relations skills.

LEADERSHIP

Ability to manage several projects at a time simultaneously and meet tight deadlines, while maintaining the highest standards of quality.

Languages

- Excellent Arabic- native language
- Excellent English - second language