

# Ahmed Noori Khalaf Al Mayahi

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## SUMMARY

Job objective: I am seeking employment with a company where I can use my talents and skills to grow and expand the company and be a part of the success in an environment of growth and excellence.

## SKILLS

- e-mailing.
- Internet Applications.
- Organize and prioritize work, create effective presentations
- Able to meet deadlines, follow through commitments and take corrective action

## EXPERIENCE

### Jan/2018 to Current / Public Relation Manager in Al Sabah for General Services

- Develop and maintain the company's corporate image and identity, which includes the use of logos and signage.
- Identify important and different means of communication
- organizing seminars and conferences
- Organization of the company's activities arrange interviews and other forms of contact for them.
- Registration of employees in social security and tax office, preparing police records and oil field passes for the employees.
- Coordinate time and space for training courses in occupational safety, English language and other.
- Assign, supervise and review the activities of public relations staff.
- Evaluate advertising and promotion programs for compatibility with public relations efforts.
- Establish and maintain effective working relationships with local and municipal government officials and media representatives.
- Formulate policies and procedures related to public information programs, working with public relations executives.
- Apply security clearance document for employees and track visa batches till it get.

### Jan/ 2017 to Jan/ 2018 Public Relation Officer in Al Sabah for General Services

- Developing PR strategies and campaigns
- Preparing press releases, keynote speeches and promotional material
- Building positive relationships with stakeholders, media and the public
- Applying for Visas, Blood test.
- Applying for security clearances.
- Assist in organizing and execution of events, campaigns etc.
- Undertake general administrative and clerical duties.
- Organize and schedule appointments.
- Book travel arrangements

## **Jan/ 2010 to Jan 2017 Advertisement officer & Communication officer in Al Sabah for General Services**

My responsibilities:

- communicate with client to get jobs, advertise vacancies in Facebook, Website, Twitter, Linked in and other social media programs.
- Responsible of the company social media, representative my company in events such as Foras Jobs fair, Iraqi universities jobs fair.
- Ability to build and maintain strong customer relationships and experience in customer service and day-to-day operational support.
- forwarding feedback from customers to the company's management.

## **EDUCATION AND TRAINING**

**BSc** Accounting from Shat Al Arab University 2014- 2015

Basra Iraq

### **Training Certificates:**

- Promoting mobile phones/ Galaxy Note 8 from Samsung/ Times Square/ Basra 2017.
- Health & Safety statistics from Shell Petroleum, Energy City Zubair 2015.
- IOSH Managing Safety

## **PERSONAL INFORMATION**

Personal Details:

- Birth Date: 1990
- Gender: Male.
- Marital status: Single
- Nationality: Iraqi.
- Resident address: Basra- Almwafaqiya Amlak

Interpersonal:

- Verbal communication
- Questioning
- Decision making
- Social awareness
- Responsibility and accountability
- Quick Learner

LANGUAGES

Arabic: (Mother Tongue) English: Fair