

ABDULLAH AL-JAMAN

PUBLIC RELATION, MEDIA AND COMMUNICATION



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OBJECTIVE

Seeking a challenging career that utilizes my skills and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

EDUCATION

- 2012 – 2016** Imam Muhammad Bin Saud Islamic University
Bachelor of Public relations, Media and Communication College
- 2017** Saudi Aujet training Company Institute
English Language program and fundamental for beginners
- 2019 – 2020** Imam Muhammad Bin Saud Islamic University
Diploma of Computer programs, Microsoft

WORK EXPERIENCE

- PBS-KSA** Public Relations Specialist
April 2021 – current Tasks as follow:
- Develop successful strategies for communication inside and outside the company
 - Identify important and different means of communication
 - Building strong relationships with the company's existing clients as well as potential clients
 - Create plans to meet customer business needs
- October 2019 -April 2021** Project Coordinator
Tasks as follow:
- Coordinating the schedules of advisors and mentors
 - Coordination with suppliers
 - Organizing workshops and meetings with entrepreneurs
 - Attracting Entrepreneurs
- Dr. Suleiman AL Habib Medical Group** Public Relation Coordinator
January 2018 – October 2019 Coordinating internal events and campaigns for the hospital like:
- Cancer Awareness and Obesity Awareness.
 - In addition to patient's appointment.
 - I was responsible for some volunteering events in the health and medical field in parallel with my daily tasks such as arranging patients' appointments, covering some areas help desks in the hospital (if needed).
 - participated in marketing campaigns with the communication team in the hospital.
- Abraj Joman Co** Executive Director's Secretary
April 2016 – January 2018 Arranging for new clients and following up with their project's success
- Organizing meetings inside and outside the organization
 - weekly schedule format
 - Follow up with third parties
 - Content writing
- Jarir Bookstore** Customer Relation Coordinator
June 2015 – March 2016 Customer care and sales coordinator in the technologies section smartphones laptops etc.
- Communicate with government agencies
 - Solve problems between customers and the company
 - Follow up with government agencies
 - Presenting proposals and initiatives from government agencies

Projects

- Monsha'at 2019** General Authority for Medium and Small Enterprises
Project coordinator at the SMEs support center and managing the mentorship program. Daily Tasks as follow:
- Communicate with other corporate and startup companies
 - Work on the brand image
 - Arrange for daily workshops
 - Organize boot-camps in a weekly basis
 - Mentorship sessions as a daily program
 - Dealing with various field of consultants
- Project coordinator in Consulting program**
Tasks as follow:
- Contracting with consultants
 - Organizing and scheduling Consultation Sessions
 - Follow up with the sessions rating
 - 2000 counseling sessions
 - 2500 monitorship hours
- 2020** Entrepreneurs meetup
Tasks as follow:
- Communicate with other corporate and startup companies
 - Choose specific titles for sessions Agenda
 - Summarize the meetings and put them on social media
- SDAIA 2021** Event officer
Tasks as follow:
- Coordination with suppliers
 - Make event plans
 - Drawing the Employees journey for the event
 - Work on the brand image
- Monsha'at 2022** SME Support Center Supervisor
Tasks as follow:
- Supervising the Communication with both private and government entities.
 - Establishing partnerships with both private and government entities to enhance the center's beneficiaries experience, and resolve common issues.
 - continues observation to all government entities initiatives in the SMEs domain to help in delivering it through Center's facilities for the goal of increasing awareness of all beneficiaries.
 - Drawing the appropriate sessions for all beneficiaries depending on the stage they reached (idea, or product).

SKILLS

- Teamwork
- Microsoft Office
- Adaptation to workplace
- English language
- Communication Skills
- Working Under pressure