

# HATTAN ALAHDAL

## Mass Communication-Public Relations

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### SUMMARY

Specialized in mass communications-public relations. Developed the ability of building and maintaining two-way communications for effective networking and public relations strategy. Looking for a new challenging career opportunity. Consistently strive to improve performance and continuously find new and better ways to develop job efficiency.

### EDUCATION

Umm AL-Qura University – Makkah, Saudi Arabia 08/2016 – 05/2021  
Bachelor's Degree in Mass Communication-Public Relations  
**GPA:** 3.68/4 and Overall Grade: Excellent

### EXPERIENCE

**Operation Controller & Administration Assistant**, Coffee Building Trading Co. LLC 04/2023 - Present

- Responsible for handling campaigns and demand variation on seasonal events.
- Monitors service standards, and creates a detailed schedule based on strict deadlines.
- Promote a high-performance working environment and promote the organization's values.

**Administrative**, Kidana Development Company 06/2022 – 08/2022

- Arranging both internal and external events.
- Liaise and collaborate with internal and external role players.
- Manage and control the allocation of resources including staff, equipment.

**Service Management Specialist**, Makkah Mass Rail Transit Company 08/2021 – 02/2022

- Preparing organizational publications.
- Processing orders, forms, applications, and requests.
- Accountable for continuous improvement of service management processes.

**Public Relations Intern**, Umm AL-Qura University 02/2021 – 04/2021

- Develop effective corporate communication strategies.
- Consistently create an exceptional Customer experience.
- Providing feedback on the efficiency of the customer service process.

**Public Relations Intern**, Holy Makkah Municipality 10/2020 – 12/2020

- Organize initiatives and plan events.
- Perform "damage control" in cases of bad publicity.
- Develops communication materials using a variety of tactics to articulate key messages.

### CERTIFICATIONS

- Communicating during Times of Change – LinkedIn Learning.
- Intellectual Security – Prince Khalid Al-Faisal Institution for Moderation.
- Crises Management Strategies in Media – Saudi Journalists Association.
- Essential New Skills in Professional Administration – LinkedIn Learning.
- Public Relations, Ceremonies and Protocols – Ministry of Tourism of Saudi Arabia.
- Planning Conferences and Events – Small & Medium Enterprises General Authority.

### SKILLS

- Strong collaborative teamwork.
- Strong communication & interpersonal skills.
- Proactive, organized approach to multitasking.
- Strong Ceremonies and Protocols skills.
- Highly proficient with Microsoft Office apps.
- Excellent organizational & administrative skills.