

CONTACT

Riyadh, KSA
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OBJECTIVES

Seeking To secure a position in an organization that offers challenges and opportunities for my career development in Public Relations, simultaneously serve the organization to the best of my capabilities. I want to gain new skills while utilizing my current expertise in different fields of PR services within a positive team environment.

EDUCATION

BS Degree in Public Relations 2019-2022

- Imam Mohammad Ibn Saud Islamic University

PROFESSIONAL SKILLS

- Internal communications
- Media relations
- Crisis communication
- Sourcing and Development
- planning publicity strategies and campaigns
- public speaking

INTERESTS

- public opinion analysis
- Social media analysis
- Learning languages

SOFT SKILLS

- Verbal and written communication skills.
- Organizational and planning skills.
- Adobe applications
- Writing reports.
- MS Office
- Collaboration
- Adaptability.

MAJED ALORIFI

PUBLIC RELATIONS

WORK EXPERIENCES

(COOP) MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY

Riyadh
Aug 2022 – Nov 2022

AL-SHARQ OFFICE CO (ARAMCO PROJECT)

Riyadh
July 2019 - Present

PROJECTS

ASMR ESPORTS Jan 2021 – June 2022

SALONY APP Jan 2021 – Jul 2022

VOLUNTEER SOCIAL RESPONSIBILITY ASSOCIATION Apr 2022 – June 2022

IMAM MOHAMMAD IBN SAUD ISLAMIC UNIVERSITY - OFFICIAL STUDENTS CLUB Nov 2021 – Dec 2022

Event Planner

- Organizing big events (SCPC, IGNITE, RISKVISION., TRF, Leap)
- Plan and organize events with financial and time constraints
- Provide ideas for participation in the events
- Develop the ceremonies and protocols and coordinate the events
- Proofreading and writing content for events (Leap, Risk vision)
- Confirm speakers for the events
- Finalize the agenda

Events Management Officer

- Source and negotiate with vendors and suppliers.
- Coordinate all operations.
- Lead presentations activities for the event.
- Support line manager in all required activity
- Ensure adherence to security and safety rules

Social Media Assistant

- Editing and publication of content on the website as directed by the digital content manager.
- Daily management of social media communications with supporters and interested parties, building relationships with existing supporters and donors online.
- Daily monitoring and reporting of social media activity.
- Contribute to the development and delivery of social media strategies.
- Growth of social media networks and audiences

Customer Service Manager

- Supervising day-to-day operations in the customer service department.
- Developing customer satisfaction goals and coordinating with the team to meet them on a steady basis.
- Maintaining accurate records and documenting all customer service activities and discussions.
- Managing the customer service team.

Social Responsibility Manager

- Coordinate community related projects and events
- Participate and organize the events, attend conferences
- Coordinate and collaborate with communications and planning leaders to plan corporate partnerships and activations around key advocacy and programmatic moments.

Public relations manager

- Manage club PR activities
- Organize press conferences and social activities.
- Activate social media accounts.