

Waleed Albakheet

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PROFILE

Experienced communication specialist with a track record of success in developing and implementing effective communication strategies. Skilled in crafting compelling messaging, utilizing various communication channels, managing complex projects, building relationships, and delivering presentations. A collaborative and proactive professional committed to continuous learning and professional growth.

EDUCATION

Bachelor of Business Administration

Dec 2024

Saudi Electronic University

Diploma of Business Administration

May 2019

Riyadh Chamber of Commerce and Industry

WORK EXPERIENCE

Communication Specialist

June 2019 – Present

Center for Communication CGC

- Developed and executed comprehensive communication strategies that aligned with organizational goals and objectives.
- Created engaging and compelling content for a variety of mediums.
- Oversaw crisis communication planning and execution, including creating and executing plans in the event of a crisis.
- Analyzed communication performance metrics to evaluate the effectiveness of communication strategies and adjusted them accordingly.
- Worked collaboratively with cross-functional teams to ensure communication efforts were integrated and aligned with overall organizational goals.

HR Generalist

June 2018 – June 2019

Saudi Food and Drugs Authority

- Managed recruitment and selection process, posting job vacancies, screening resumes, interviewing candidates, and extending job offers.
- Administered employee benefits programs and served as a point of contact for employee questions.
- Ensured compliance with labor laws and regulations.
- Developed and facilitated employee training and development programs, including mentoring and coaching, to help employees achieve their career goals.
- Also participated in HR-related projects and initiatives to improve HR processes and practices.

Events Organizer

Jan 2007 – Jan 2012

DASCO for Events Management

- Planned and coordinated all aspects of events, including venue selection, catering, entertainment, and logistics.
- Managed event budgets, estimating costs, negotiating with vendors, and tracking expenses to ensure events stay within budget.
- Oversaw on-site management of events, including setting up venues, managing vendors and volunteers, and handling any issues that may arise during events.
- Conducted post-event evaluations to identify areas for improvement and optimize event success.

CERTIFICATIONS

Comprehensive Campaign Management and Media Monitoring Curriculum

Qorvis Communications

MTa Facilitator Masterclass

MTa Learning

Behavioral and Managerial Skills for Office Manager

Al-Tawail Management Consulting and Training Center

Personal Professionalism

Smart Solution Training Center

English Language

Saudi Aramco Training Center

English and Czech Language

Institute for Language and Preparatory Studies, Charles University in Prague

Administrative and Institutional Development

Saudi Electronic University

LANGUAGES SPOKEN

- Arabic – Native
- English – Fluent
- Czech – Intermediate
- Russian – Intermediate
- Spanish – Intermediate

SKILLS

- | | |
|-------------------------|-----------------------------------|
| • Communication | • Social Media Marketing |
| • Strategic Planning | • Gathering and Interpreting Data |
| • Relationship Building | • Project Management |
| • Writing and Editing | • Interpersonal Skills |