

MOHANNED AL-GARNI Public Relations

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PROFILE

A Public Relations Specialist with strong knowledge of business development and implementation of various administrative tasks such as preparing agendas, drafting letters and reports, archiving documents, coordinating many events at one time, and communicating with government agencies, possessing oral and written communication skills and proficient in providing appropriate solutions and conflict resolution, Looking forward to an opportunity a distinguished career with a creative team, cooperate together to develop strategies and policies that contribute to achieving the required growth for organizations.

EDUCATION

Bachelor of Public Relations

Umm Al-Qura University

01/2022

GPA 3.81 Out of 4,00 with First Class Honors

ACHIEVEMENTS

Obtaining the OIS 9001 Certificate in Cooperation with the Work Team, and Obtaining the OIS 13485 Certificate

SKILLS

Relationship Management | Government Affairs | External Communication | Business Development | Documentation
Creative Thinking | Customer Relationships | Risk Management | Team Leadership | Administrative Practice
Problem Troubleshooting | Goals Orientation

PROFESSIONAL EXPERIENCE

Accurate Quality Trading Co. ✉

Public relations Specialist

03/2019 – present

- Prepare operational plans and programs and use best practices to implement public relations strategies.
- Prepare the agenda, define its priorities, and ensure its implementation on time.
- Develop mechanisms and a strategic vision for building to promote all services in a way that contributes to enhancing sales and achieving profitability.
- Negotiate agreements and maintain sales records and customer data.
- Participate in organizing social events that contribute to the development of positive relations between officials and customers.
- Manage communication with colleagues and keynote speakers and coordinate work between them to implement OIS 9001 + OIS 13485 systems.
- Deal with inquiries from the public, provide them with all information, and promptly address their problems.
- Supervise employee relations and their interaction with each other and direct them to achieve the required operational efficiency.
- Organize and update the files of current employees, follow up on their level of progress and ensure that they are archived in a professional manner.
- Provide effective solutions to manage crises that arise and develop the best proposals to resolve disputes that hinder the workflow.
- Prepare presentations including achievements and present them during official meetings.
- Prepare weekly and monthly reports on the tasks carried out and ensure that they are submitted to managers on a regular basis.

CERTIFICATES

Certified Business Professional in Customer Service | CBP ✉

International Trading Business Association

2022

Organizing and structuring public relations ✉

Wadi Makkah Ventures.

2021

Customer Relationship ✉

General Entertainment Authority

2021

Preparing Media Campaigns ✉

Institute of Public Administration (Ethrai).

2020

Crisis Management ✉

General Entertainment Authority

2021

TRAINING

09/2021 – 12/2021

Saudi Data and Authority (SDAIA) | Public Relations Trainer

06/2021 – 08/2021

Makkah Chamber of Commerce and Industry | Public Relations Trainer

LANGUAGES

- Arabic
- English

PROJECTS

Create an Online Store using the Makani Platform ✉

Its aim is to target a larger number of customers from different segments in order to enhance sales and achieve expected profitability in an appropriate manner