

MOHAMMED ALSAWITE

Riyadh, Saudi Arabia | MOHAMAD_SO@OUTLOOK.COM | +966532365105

PROFESSIONAL SUMMARY

Bachelor degree in public relations from King Saud University, I have experience in media and public relations. IM looking for a job environment that would improve my skills to utilize to towards success.

EDUCATION

- **KING SAUD University**, College of arts, Riyadh, Saudi Arabia
Bachelor's degree in public relations , Des 2020
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EXPERIENCE

- **Media Specialist at General directorate of contact centers in Ministry Of Health, Saudi Arabia**
Apr 2021 – present
 - customer relationship management (CRM)
 - Developing communication content plans that are consistent with the company brand identity
 - Creating consistent meaningful content on communication platforms
 - Communicating with social media followers and improving customer engagement and responding to queries in a timely manner
 - Managing a high volume of daily social media posts
 - **Summer Trainee At Ministry Of Environment Water And Agriculture Internship**
. Aug2020 – Dec2020
 - preparing weekly reports
 - Organizing weekly student visits
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COURSES

- Preparing inuencing messages in public relation - King Saud University
 - Public relation and protocol course - Tourism Authority
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LANGUAGE AND SKILLS

- Arabic (native), English (professional)
- Expert in Microsoft programs
- Effective teamwork and leadership skills
- Communication skills
- Quick and self-learner