

Shahad Khubrani



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Saudi Arabia

OBJECTIVE

Motivated and detail-oriented Public Relations and Advertising graduate with hands-on experience in media production, event management, and customer service. Seeking to leverage strong communication skills, creative design abilities, and expertise in social media management to contribute to a dynamic team and drive organizational success.

EDUCATION

Imam Abdulrahman Bin Faisal University

Bachelor of Arts in Communication and Media Technology, Public Relations and Advertising

GPA: 4.49/5 - With Honors

Graduation Year: 2023

EXPERIENCE

King Fahd University Hospital

Public Relations Intern | March 2023 - June 2023

- Created media materials and content.
- Organized and managed special events and conferences.
- Welcomed visitors.
- Responded to customer inquiries and resolved issues.
- Prepared reports and managed data entry in Excel.
- Managed social media platforms.
- Covered public relations activities.
- Performed graphic design tasks.

United Electronics Company

Customer Service Specialist

- Recorded and managed customer complaints efficiently to ensure timely resolution.
- Provided advice and guidance to customers regarding available products and services.
- Handled incoming calls and responded to customer inquiries via phone or email.

SKILLS

- Proficient in Microsoft Office programs.
- Video design and editing.
- Graphic design using Adobe Photoshop.
- Strong interpersonal skills.
- Time management.
- Effective communication and teamwork.
- Organizational skills.
- Adaptability.
- Creativity.
- Social media management.

CERTIFICATIONS

- Effective Communication.
- Computer Skills and Microsoft Office.
- Development of Administrative and Office Management Skills.

VOLUNTEERING

- Volunteered at Imam Abdulrahman Bin Faisal University, assisting in organizing conferences and student activities.

LANGUAGES

- Arabic - English.