
GHALIA ALMULHIM

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Professional summary

Aspiring media and administrative professional seeking to leverage strong communication and strategic skills to enhance organizational efficiency and foster a positive work environment. Committed to continuous learning and contributing effectively to the company's success through innovative solutions and strategic planning.

Education

Bachelor of Media Communication and Strategic Communication King

Faisal University | graduated in 2021

- GPA: 4.55 out of 5, with second class honors

Experience

Customer Service Representative, 01/2022 - 04/2023

Al Rugaib Furniture Company - Al-Ahsa

- Addressed customer inquiries and resolved complaints efficiently
- Managed customer service interactions to ensure a high level of customer satisfaction
- Assisted in the coordination of sales and promotional activities.

Co-op Training - Public Relations and Marketing, 09/2020 - 11/2020

Best Western Al Ahsa Grand Hotel - Al-Ahsa-Hofuf

- Handled design, photography, and marketing of hotel events
- Assisted in developing promotional materials and managing public relations campaigns
- Supported the marketing team in various tasks to increase the hotel's visibility.

Skills

- Excellent communication skills
- Ability to work effectively within a team
- Strong organizational and creative thinking quickly to abilities new environments
- Proficient in time management and multitasking
- Fast learner with the ability to adapt

Courses

- Cyber Security and Information Security
- Technical Skills in Education and Work
- Administrative Empowerment
- E-Marketing
- Establishing and Developing Photographic Skills
- HR Management
- Graphic Design Skills

Languages

Arabic

English