

SHAHAD MOHAMMED

ENGLISH LANGUAGE GRADUATE

+966 59 842 2078 | shamoh202@gmail.com | Saudi Arabia

CAREER OBJECTIVE

Motivated and detail-oriented English graduate with a solid background in customer service, team coordination, and event planning. Seeking to leverage exceptional communication skills and organizational expertise in roles related to communication & public relations or executive secretarial support. Adept at managing multiple tasks in fast-paced environments while delivering clear, professional correspondence and support to senior management.

EDUCATION

Bachelor's Degree in English Language in King Khalid University **GPA of 4.32/5 (Second -Honors)**

WORK EXPERIENCE

- **Public Relations & Communications Assistant**

Abdullah Al Othaim Company | 7 Months

- Engaged with clients and ensured effective communication to enhance brand image.

- **Executive Assistant Intern**

Abdullah Al Othaim Company | 3 Months

- Assisted in scheduling, document management, and team coordination.

- **Volunteer Program Coordinator**

King Khalid University

- Organized and executed events, demonstrating leadership and communication skills.

CERTIFICATIONS & TRAINING

- Translation Course — King Khalid University
- Fundamentals of Accounting Course — King Khalid University

SKILLS

- **Communication & Public Relations:**

Expert in delivering clear, professional correspondence and impactful presentations in English and Arabic.

- **Executive Secretarial & Administrative Support:**

Skilled in managing calendars, scheduling meetings, and coordinating events efficiently.

- **Technical Proficiency:**

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

- **Time Management:**

Strong ability to prioritize tasks and meet deadlines in fast-paced environments.

- **Interpersonal Skills:**

Capable of working effectively in diverse team settings and adapting to dynamic environments.