



FISAL M H ALSHULANI

Administrative

 Saudi

 K.S.A Eastern Province

 1984

 male

 Faisalalshalani@gmail.com

 966555941444

PROFILE

Practical experience of more than 15 years
Enthusiastic Head of Public Relations with record of shaping public opinion of through creative use of press releases, printed materials and online resources. Friendly approach to media personnel and social influencers built strong relationships that kept company front and center of many news cycles. Excellent written and verbal communication skills.
Focused Admin supervisor with unique positivity in any situation. Persuasive and eloquent with expertise in Site. Proven track record of thinking quickly to answer questions in high-pressure situations.

EDUCATION

1999 → 2001
Industrial Secondary Institute Diploma in Industrial Electronics

WORK EXPERIENCE

12-2020 → 08-2021
Gulf Hotel
Public Relations Manager

- Conducted market and public opinion research related to company's reputation and positioning among key stakeholder audiences.
- Represented organization to customers, public, government officials and other external sources. Developed key and valued relationships with customers, public, government officials and other external sources by resolving issues quickly
- Defined and achieved project and overall organizational vision, strategies and tactics.
- Consulted with advertising agencies to arrange promotional campaigns in various types of media.
- Collaborated with media to encourage company and product coverage and promote brand mission and values.
- Researched, negotiated, implemented and tracked advertising and public relations activities.

04-2018 → 11-2020
Arkad Engineering And Construction Company
Administrative Supervisor

- Working in a remote area in Khurais pipelines
- Analyzed data related to administrative costs and spending trends to prepare budgets for personnel.
- coordinate the work between departments because work in remote areas projects we work on gas and oil pipelines with Aramco Follow-up requests and external permits and submit reports to the head office Also follow the government departments follow UP G.R.O I 1800 employees and working
- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.
- Updated reports, managed accounts and generated reports for company database.
- Coordinated individual duties after careful evaluation of each employee's skill level and knowledge.

10-2019 → 10-2020
Arkad Spa& ABB
Administrator Supervisor Site

- Work on the Russian gas project in Bulgaria, Pleven region
- Analyzed data related to administrative costs and spending trends to prepare budgets for personnel.
- Monitored and directed incoming mail and prepared outgoing mail.
- Collaborated in timely processing of billing and accounts receivables.
- Coordinated flights, ground transportation and hotel accommodations.

2018 → 2012

Owner Operator Independent
Director of Sales and Marketing

- Suggested innovative ideas to increase sales and improve customer experience.
- Identified weaknesses in existing marketing campaigns to develop pragmatic solutions within budgetary constraints.
- Used networking, coldcalling and referrals to identify prospective accounts and generate new leads.
- Cultivated and maintained strategic alliances with key partners and vendors.

2009 → 2012

QNET Network Marketing
Marketing Partner

- Assessed marketing copy, art comps and final designs and compared with established specifications.
- Researched industry and marketplace trends to develop marketing solutions and enhance business operations.
- Boosted brand awareness and generated leads while managing internal and external marketing campaigns and programs.
- Participated in promotional activities and trade shows, working with advertisers and production managers, to market products and services.

2011 → 2012

Emaar Projects Company
Personnel Coordinator

- Cross-trained to cover other personnel staff duties to facilitate office management.
- Designed and implemented internal training for supervisors and other personnel.
- Initiated and maintained personnel and employee-related files and records and established archives to support internal audits.
- Supported well-designed compensation philosophy to promote organizational strategic plan, initiatives and business goals.

2009 → 2011

Mobily Telecom Company
Call Center Customer Service

- Resolved concerns with products or services to help with retention and drive sales.
- Responded to customer comments and questions via LiveChat during shifts.
- Adhered to company policies and scripts to consistently achieve call-time and quality standards.
- Sought out extra training opportunities to enhance customer relationship management abilities.

03-2003 → 09-2008

Special Emergency Forces Government
Soldier in the Special Forces

- Endured highly stressful situations and worked in physically demanding settings, remaining calm and composed.
- Maintained excellent attendance record, consistently arriving to work on time.
- Field courses in combating terrorism and demonstrations

PERSONAL SKILLS

- ✓ Social media coordination
- ✓ Data Entry
- ✓ Problem-Solving
- ✓ Planning and Coordination
- ✓ Report writing and documentation
- ✓ Excellent Communication

SOFTWARESKILLS

Microsoft Word ★★★★★★

LANGUAGES

Arabic ●●●●●●

English ●●●●●○

- This course presents a new deep understanding of personality patterns in the MBTI style, in order to contribute to a deeper understanding of the personality type, which is a description of the general innate components of personality, which are formed based on the fusion of a number of innate traits.

HOBBIES



Swimming



Reading