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# Fatima Albogumi

## Public Relations

Riyadh, Saudi Arabia  
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## EDUCATION

**Post Graduate**  
2021

**Diploma Of Public Relation – Completed - King Saud University**

## CAREER OVERVIEW

**Marketing  
Secretary**

October 2022 -  
December 2022

**Villaty Real Estate - Riyadh**

**Crew Member**

May 2022 – July 2022

**Respire Lounge - Riyadh**

**Customer Care**

Feb 2022- May 2022

**Slow Flow Yoga - Riyadh**

**Social Media And  
Customer Care**

Jan 2021- Mar 2021

**Tap Cold Brew - Riyadh**

**Public Relations**

Oct 2020- Jan 2021

**Komit Production - Riyadh**

## SKILLS

- - Mastery of computer use.
- - Mastery of Microsoft office software.
- - The ability to create plans for appropriate purposes.
- - The ability to work on more than one project at the same time.
- - The ability to deal with rapid changes in business priorities.
- - The ability to make a decision.
- - Planning and organizing.
- - The ability to view and analyze data.
- - Adds promotion.

## VOLUNTEERING

2020

- Former member of Urgent Monitoring Newspaper.

2019

- Ishraq Society, office and management tasks in the Public Relations Department.

2019

- King Fahd Medical City:
- Organizing World Volunteer Day.
- Volunteering at the 13th Annual Research Conference.
- Represent the risk management experience.
- Volunteered in the Department of Patient Registration and Support Services.

2018

- Volunteering in the service of patients.
- Organizing World Research Day.
- Organizing Saudi Pharmacy Day
- Former member of Media Club.

## **COURSES**

2020

- Electronic content marketing course from National Entrepreneurship Institute.

2022

- Critical Thinking from misk skills.
- Data analysis from misk skills.
- Effective communication from misk skills.
- Emotional intelligence from misk skills.
- Productivity and time management from misk skills.
- Project planning from misk skills.

## **LANGUAGES**

- Native Arabic Speaker.
- Beginner in English.