

Hala Hessen Jari

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CAREER OBJECTIVE

Joining a professional work environment that enables me to develop my skills, gaining new experiences, being an effective and productive member and contributing to the development of the workplace in which I will work to achieve success and development.

Education

Princess Nora bint Abdul Rahman University
Diploma in Public Relations with a GPA of 4.73

EXPERIENCE

- Marketing and Communication (Cooperative Training) at the Ministry of Municipal & Rural Affairs & Housing
 - Creating the special event reports
 - Supervising the facilities for special events of the center (8/2021 - 12/2021)
- Executive Secretary at Siab Aluminum Company
 - Writing letters and reports
 - Organizing and recording meetings
 - Developing, updating, and adding contents to the company Website
 - Following-up with the performance and the improvement plan with the department managers
 - Following-up with the company issues
 - Renewing work licenses for the company (3/2022 - present)

SKILLS

- Proficiency in computer and office software
 - Ability to lead a team
 - Critical thinking and problem solving
 - Time management and prioritization
 - Full adaptation within the work team
 - The ability to communicate with others
 - Able to work under pressure and take responsibility
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COURSES

- Methods of preparing marketing plans course
- A course of preparing, analyzing and evaluating feasibility studies
- Job performance appraisal session
- Critical thinking skills course
- Letter writing course
- Report preparation cycle