

MOHAMMAD ALRASHEED

A self-motivated seeking an opportunity to apply my professional skills in a demanding work environment. With my ability to succeed in high-pressure and fast-paced environments that can both nurture my growth, and to which I can bring an added value.



Experience

2019-07 -
present

PASSION: Experience Company

Senior Project Specialist

Key responsibilities:

- Strategic team member
- Implementing event plans and concepts
- Handling overall logistics
- Communicating with clients to understand their needs
- Building relationships with clients based on trust and respect
- Develop trust relationships with a portfolio of major clients to ensure they do not turn to competition
- Acquire a thorough understanding of key clients needs and requirements
- Serve as the link of communication between key clients and internal teams
- Resolve any issues and problems faced by clients and deal with complaints to maintain trust
- Prepare regular reports of progress and forecasts to internal and external stakeholders using key account metrics

2017-03 -
2019-06

TRACCS

Client Servicing Executive

Key responsibilities:

- Liaise on a daily basis with clients and the media
- Work as part of a team to develop client proposals and implement the public relations activities
- Prepare regular client reports and attend client meetings
- Attend and promote client events to the media
- Developing professional relationship with the clients
- Part of a thinking/creativity team
- Member of the Planning and executing Crisis Management Team
- Planning and implementing Internal Communication strategies
- Managing and organizing high-profile events
- Checking all written material before it goes to client for approval
- Developing new opportunities on existing business and new business
- Creating tactical plans to deliver strategic campaign objectives
- Managing high profile events

• Key Clients:

National Transformation Program (NTP), Tatweer Educational Transportation Services Company (TTC), BIDAYA Home Finance, The Real Estate Development Fund (REDF), GloWork, Euromony , Saudi Arabian General Investment Authority (SAGIA), Ministry of Civil Service (MCS), Local Content and Private Sector Development (NAMAA), Agricultural Development Fund (ADF), Retail for Structural Development, Local Content And Government Procurement Authority and Real Estate General Authority (REGA)



Personal Info

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Date of birth

1992-11-16



Skills

Ability to work as a team member

Project management

Problem solving

Take responsibility and think critically about any assigned tasks

Computer skills (MS office, Internet, Opera).

Event management

Accounts management

Team management

Time management



Languages

Arabic

English

2015-05 -
2016-05

The Ritz-Carlton

Front office Agent

- Communicate with the booking, housekeeping and maintenance departments to ensure prompt responses to guests' needs
- Make reservations or appointments for guests who want to avail themselves of local entertainment or services
- Answer guest calls and record details of each conversation for future follow-up
- Meet and exceed guests' expectations by anticipating the services they might require and suggesting local venues
- Maintain constant communication with guests in advance of weddings, corporate retreats and other in-house events to ensure we're prepared for them
- Report any accidents or injuries to senior management staff immediately



Education

2020

Alison

Diploma in Introduction to Project Management

2013 -
2014

Navitas English Language School

Academic English

Brisbane, Queensland, Australia

2010

The Model Capital Institute

Grade 82.68%



Conferences

2019-10

Retail Congress Pre-Conference Masterclass 2019



Courses

2020-07

Public Relations & Protocols

2020-05

Effective Negotiation Skills

2020-02

Planning Events and Conferences

2019-12

Emotional Intelligence

2019-12

Agility and Resilience

2019-12

Design Thinker

2019-12

Problem Solver