

ISRAA Z. OTHMAN

0561142154

SKILLS

- EVENT PLANNING
- PUBLIC RELATIONS
- LEADERSHIP & TEAM WORK
- COMMUNICATION & INTERPERSONAL SKILLS
- DECISION MAKING

EDUCATION

King Saud University

2007

Bachelor in English Literature

Training

- PMP Project Management Professional /Smart Center
- Effective Management of Public Relations
- International media and publicity
- International Computer Driving License (ICDL) from AL-Faisal Academy.
- Introduction to the tourism industry.

EXPERIENCE

Coen and Partners – Office and Communications Manager

2023 – Present

- Foster and maintain strong relationships with external partners, suppliers, and vendors, ensuring seamless collaboration and effective communication.
- Spearhead the launch of C+P office in the kingdom, development, management of C+P branded office materials, ensuring brand consistency and a professional image.
- Establish and curate an extensive "Best Practices and Procedures" manual for the office, optimizing efficiency and ensuring standardized processes.
- Take charge of planning, coordinating, and executing a wide range of team and public company events and activities.
- Focal point of Contact between C+P and government entities and banks.
- Strategically create and manage engaging content on the company's social media platforms (Twitter and Instagram), effectively reaching and engaging with the target audience while maintaining a cohesive and impactful brand presence.

Tarah International – General Manager

2011 - 2023

- Formulate and execute the comprehensive strategic vision of the company, directing and overseeing the implementation plans to drive organizational growth and success.
- Provide supervision and guidance throughout the entire books production process, encompassing writing, editing, graphic design, and printing, ensuring high-quality publications that meet the company's standards and objectives.
- Take charge of managing the company's administrative, human resources, and financial functions, effectively streamlining operations and optimizing resources to support overall business objectives.
- Strategically plan, organize, and execute a diverse range of events, including conferences, exhibitions, and cultural events, ensuring seamless coordination, exceptional attendee experiences, and successful outcomes.
- Contribute to the translation and editing process for books published by the company, leveraging linguistic expertise and attention to detail to maintain the highest standards of quality and accuracy.

Saudi Commission for Tourism and Antiquities (SCTA) - Media and Public Relations Researcher

2008 - 2011

- Organize the SCTA's regions wings in the Saudi Travel & Tourism investment market.
- Team leader in the First International Conference for Urban Heritage in the Islamic Countries held in Riyadh.
- Head of the committee for reception and invitations of the second International Conference for Urban Heritage in the Islamic Countries held in Jeddah.
- Develop a new data base to develop the SCTA electronic photo library of all the sites in Saudi Arabia.

Sofinco-Banque Saudi Fransi – Customer Care and Back Office Officer

2007 – 2008

- Handle all customer communication and manage payments.