

Abdulmalik Abdullah Alzeer

Abdulmalik3zeer@gmail.com | +966 59 222 3243 | Riyadh, Saudi Arabia

SUMMARY

Public Relations and Corporate Communication professional with over 12 years of diversified experience across media, healthcare, telecommunications, hospitality, and services sectors. Holds a Bachelor's degree in Public Relations from Imam Muhammad Ibn Saud Islamic University and a strong advocate of the Two-Way Symmetrical Model of Public Relations. Proven expertise in public relations management, account management, procurement, client services, and project management. Highly skilled in stakeholder engagement, brand reputation management, and strategic communication. Currently preparing for the PMP certification.

Education

Bachelor's Degree in Public Relations
College of Media and Communication
Imam Muhammad Ibn Saud Islamic University

Professional Experience

Public Relations Specialist – Arqami Company

- Managed corporate communications and institutional relations
- Developed media content, press materials, and internal reports
- Represented the company in events and official engagements

Procurement Manager – Alreef Indian Restaurant Group

- Supervised purchasing operations and supplier negotiations
- Reduced operational costs and improved supply chain efficiency
- Managed inventory planning and vendor performance

Public Relations Manager – Second Advanced Medical Company

- Led corporate reputation and public image initiatives
- Coordinated with healthcare authorities and media outlets
- Developed communication strategies and awareness campaigns

Account Manager – Arbo Plus International (Mobizon Saudi Arabia)

- Managed key client accounts and commercial relationships
- Enhanced customer satisfaction and business retention
- Coordinated between technical, sales, and support teams

Client Service Specialist – Dr. Sulaiman Al Habib Medical Group

- Delivered high-quality client and patient experience
- Handled inquiries, complaints, and service coordination
- Ensured service excellence through cross-department collaboration

Professional Training & Certifications

- Principles of Artificial Intelligence – SDAIA
- Advanced AI Concepts – SDAIA
- Content Writing Certificate – MBC
- Acting & Performance Certificate – MBC
- Career Opportunity Development – Doroob
- Professional Job Interview Skills – Doroob

Project Management

- Solid practical experience in Professional Project Management
- Strong understanding of project lifecycle, risk management, and execution
- Currently preparing for PMP (Project Management Professional) certification

Skills

- Core Skills
- Public Relations & Corporate Communication
- Reputation & Brand Management
- Account Management & Client Relations
- Media & Creative Content Writing
- Procurement & Vendor Negotiation
- Project Planning & Execution
- Strategic Communication
- Reporting & Presentation Development
- Microsoft Office (Word, Excel, PowerPoint)

- Soft Skills
 - Strong interpersonal and communication skills
 - Leadership and team coordination
 - Time management and multitasking
 - Analytical thinking and problem-solving
 - Emotional intelligence and adaptability
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Innovation & Digital Initiatives

Founder of two innovative mobile application concepts based on Augmented Reality (AR) and Virtual Reality (VR) technologies

Aimed at:

- Contributing to solving labor market challenges and requirements.
 - Providing solutions and services that support companies and organizations.
 - Acting as an effective link between companies and clients.
 - Improving customer experience and increasing customer satisfaction.
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Languages

- Arabic: Native (Professional Writer & Poet)
- English: Very Good