

Abdullah Mubarak Asiri (PMP)

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Saudi Arabia

Education

King Khalid University,

- Bachelor's degree in public relations.

Feb 2014 - May 2018

- MA in Language and Media with Second Class Honors from

May 2020 to June 2022

Certificates

- International Conference on Media and Broadcasting 2014
- Participation in the Asir is More Beautiful campaign. 2017
- Clean tourism campaign for a safe environment 2017
- Online Marketing Basics Course 2018
- Code of Professional Conduct and Business Ethics 2020
- Developing beneficiary services 2020
- Customer Service 2022
- Time and stress management 2022

Professional certificates

- Project Management Professional (PMP) 2024
- Word Processing and Data Entry Technical and Vocational Training Corporation. 2024

Expertise

- Public relations specialist in the Asir Region Municipality, 2017- 2018
- AbdulSamad Al Qurashi 2018 -2019
- Personnel specialist at Fasla Business Company, 2022 -2023
- Inspector in Takamul Compliance and Operations Unit . Des 2019 - 2024
- Auditor at the Control and Inspection Department at the Ministry of Tourism. 2024-present

General skills

- Microsoft Office skills.
- Reporting skills.
- Monitoring skills.
- Excel and PowerPoint skills

Functional skills:

- Supervising and inspecting administrative processes and procedures,
- preparing reports, making recommendations, and conducting field tours
- Marketing the services provided to beneficiaries.
- Managing meetings and events and receiving delegations
- Managing personnel affairs and distributing tasks
- Training beneficiaries and individuals on the products provided.