

FATIMA ALQAHTANI

PERSONAL INFORMATION

Date of Birth: 1991/6/6

Nationality: Saudi

WORKING EXPERIENCE

Administrative Assistant

Nesma United Industries (Part-time)

2018 - Present

Public Relations Media and Communication

Ministry of Media

2018 - 2022

- Director of Publishing and Distribution Office
Deputy Director of the Editing Office
- Media Communication Visual Written and Audio
Locally and Internationally
- Government Communication
- Campaign Management and Coordination
- Supervision of Planning Strategic and Emergency
- Monitoring and Analyzing Internal and International
Reactions and Measuring Impact

Psychological Operations

- Developing and Implementing Innovative
Strategies for Psychological Operations and
Monitoring Their Impact
- Conducting Research Activities and Providing
Reports Aiming to Stir Events and Exploit
Incidents in General

Public Relations Advertising and Media Manager

Arabia Land Transporters

2014 - 2017

- Branch Offices Supervisor
- Business Expansion
- Report Writing
- Digital Marketing
- Investment

Public Relations and Government Communication

Specialist

Consumer Protection - Ministry of Commerce

2011 - 2013

- Media Campaigns
- Reaction Analysis
- Establishing Awareness Programs
- Field Teams Supervisor
- Member of the Governmental Media Meetings
Committee

CONTACT

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EDUCATION

- General Certificate of Secondary Education
- Faisal International Academy

TRAINING COURSES

Saudi Federation for Cybersecurity Programming and Drones

The Project Ranked 39, Guinness World Record Certificate Holder

Misk Foundation King Faisal University

Data Science & Data Analyst

Ministry of Defense

Monitoring Follow-up and Data Analysis

Online Courses

Several Courses in Programming Languages and Development

Consumer Protection Association in Collaboration with the Ministry of Commerce

How to Prepare a Training Package

Riyadh Business Development Center Chamber of Commerce

Strategic Planning and Using the Balanced Scorecard

Riyadh Chamber of Commerce and Industry

Courses in Psychology and Development

VOLUNTARY WORK

- Volunteering in Various Fields in Governmental and Charitable
Sectors Including Administrative and Field Work

SKILLS

- Planning skills
- Effective Communication skills
- Report Preparation
- Leadership and Team Management
- Monitoring and Impact Measurement
- Development and Teamwork
- Research and Analysis
- Familiarity with Technical and Computer Skills in Office Programs