



Mohammad Al-Dohaim
maldohaim@gmail.com

CURRICULUM VITAE

KSA - Al Khobar
00966543167210

PROFILE AND SUMMARY

A highly qualified Saudi professional with over 18 years of expertise in public relations, event planning, event management, and community services. Demonstrating a track record of successful project planning and execution, I am now seeking a dynamic role within an organization aligned with the Saudi Vision 2030. My commitment, responsibility, and responsibility, position me as an asset. Eager to contribute strategic planning skills to support corporate and community-driven initiatives.

WORK EXPERIENCE

May 2022 - Present

SIPCHEM

Corporate Communications & CSR Manager

Summary

As a **Corporate Communications & CSR Manager**, I am responsible for developing and executing comprehensive communication strategies that align with the company's goals and objectives. This role involves managing all internal and external communications, building and maintaining relationships with key stakeholders, and overseeing the company's corporate social responsibility (CSR) initiatives.

Responsibilities:

- **Strategic Communication**
 - Develop and implement communication strategies that support the company's mission and enhance its brand reputation.
 - Manage internal and external communications, including press releases, media relations, and crisis management.
- **Stakeholder Engagement**
 - Build and maintain relationships with key media contacts, industry influencers, and stakeholders.

- Collaborate with cross-functional teams to ensure consistent messaging and alignment of communication efforts.
- **Content Creation**
 - Create and manage content for various communication channels, including the company website, social media, newsletters, and internal communications.
 - Monitor and analyze media coverage to identify trends and opportunities for proactive communication.
- **Employee Communication**
 - Oversee the development and implementation of employee communication programs to ensure consistent and effective messaging.
- **Corporate Social Responsibility (CSR)**
 - Develop and manage the company's CSR program, including community relations and philanthropic initiatives.
 - Proactively identify and manage potential reputation risks and develop crisis communication plans.
- **Operational Excellence**
 - Contribute to setting the department's operational plans and ensure alignment with employees' individual objectives.
 - Monitor department performance and issue periodic reports to measure overall performance against set objectives.
 - Recommend improvements to departmental communications and direct the implementation of procedures and controls to ensure compliance with policies and standards.
- **Financial Management**
 - Prepare and recommend the section's budget by analyzing data related to specific elements as directed.
 - Monitor the financial performance of the sections against budgets to identify and rectify areas of unsatisfactory performance.
- **Day-to-Day Operations**
 - Supervise the day-to-day operations of sections to ensure compliance with established policies, processes, and procedures.
 - Ensure that all functional reports are completed in a timely manner and comply with international corporate communications & CSR governance and standards.

June 2006 – April 2022

SIPCHEM | Khobar, Saudi Arabia (HQ)

- **Section Head, CSR** (*December 2021 – April 2022*)
- **Sr. Analyst, Corporate Communications & CSR** (*October 2019 – November 2021*)
- **CSR & Volunteering Team Leader** (*June 2012 – October 2019*)

SIPCHEM | Jubail, Saudi Arabia

- **CSR & Volunteering Specialist** (*February 2012 – June 2015*)
- **Public Relations & Media Representative** (*February 2008 – April 2012*)
- **Public Relations & Media Assistant** (*June 2006 – February 2008*)

SKILLS

- Event Management Expert
- Sustainability Expert
- Social Programs Creative
- Public Relations Expert
- Corporate Content Writer
- Project Management
- Media & Social Media Expert
- Public Speaking and MC

EDUCATION

- Bachelor's degree in Business Administration and Management
King Faisal University

KEY ACHEIVEMENTS

1. IPO Campaign (2006)

Successfully led and managed the Initial Public Offering (IPO) campaign, ensuring compliance with regulatory requirements and achieving a significant milestone for the company in Public Relations and Media.

2. Company Capital Increase (2010)

Played a key role in the company's capital increase initiative as a PR expert, contributing to strategic planning and execution that resulted in enhanced financial stability and growth opportunities. Led marketing campaigns through media and meetings.

3. Merger Between Sipchem & Sahara Company (2019)

Instrumental in the successful merger with Sahara Company, overseeing the integration process and ensuring a smooth transition that maximized synergies and operational efficiencies, and unified the culture. This was the first merger of a company listed in Saudi Arabia.

4. Establishment of CSR Department (2010)

Proposed and successfully established a dedicated **Corporate Social Responsibility (CSR)** department to enhance the company's image locally and work closely with NGOs to achieve social development goals.

5. Company's 25th Anniversary (2024)

Planned, created, and innovated a special celebration for the company's **silver jubilee**, engaging all stakeholders.

6. Plant Commercial Production (2006-2022)

Proudly participated in company celebrations during the export of the first batch of 24 products from company plants over the last 20 years.

PROFESSIONAL CERTIFICATIONS / COURSES

- Special Leadership and Management development program (6 Month) – National University of Singapore
- Leader as Coach
- GRI Report Training
- CSR Specialist & ISO 26000
- Advanced CSR & ISO 26000
- High Diploma in Management
- Certified PR Officer
- Etiquette & Protocol

Memberships:

- Advisory Board Member – Social Responsibility Committee at the Ministry of Human Resources and Social Development
- Member of Company CSR Committee
- Member of Company Entertainment Committee
- General Supervisor of Company Sports Activities Committee
- Member of Sipchem Toastmaster Club
- General Leader of Sipchem Volunteers Team
- Volunteer at Prince Sultan bin Abdulaziz for Science & Technology (SciTech)

Awards:

- **King Faisal Sustainability Award**
- **King Abdulaziz Quality Award**
- **First place in the Ministry of Human Resources and Social Development Award for Volunteering**
- **Best work Environment**
- **Best employees**

LANGUAGES:

English & Arabic