

Faris Majed Almalsi

Personal Information

Nationality : Saudi

Address : Jeddah, Saudi Arabia

Contact Information

Email : fares.almalsi@hotmail.com

Phone number: 055 909 6031

OBJECTIVE

A recent graduate in Public Relations, seeking to apply academic knowledge and strong communication skills in a professional environment. Dedicated to supporting effective media relations, fostering meaningful audience engagement, and contributing to the enhancement of the organization's public image.

EDUCATION

Bachelor's Degree in Public Relations

King Abdulaziz University – Saudi Arabia

GPA: 4.28 / 5

Graduation: 2025

EXPERIENCE

Public Relations Intern – Saudi Airlines

- Jeddah – 2025
- Assisted in organizing events and press conferences to support the company's media image.
- Prepared press releases and media content in coordination with the PR team.
- Liaised with media outlets and supported interview and announcement arrangements.

HR Internship – Sela Company

- Employee Contracts and HR Management
- Preparing and reviewing employee contracts.
- Drafting and issuing job offers.
- Liaising with government authorities.
- Organizing and maintaining employee files.
- Posting job vacancies and communicating with candidates.
- Coordinating interviews between candidates and managers.
- Following up on required documents for contracts or new hires.
- Clearance and End-of-Service Procedures
- Preparing clearance forms and end-of-service documentation.
- Government Platforms and Compliance
- Effective handling of government relations and processes.

COURSES

- Microsoft Word
- Microsoft Excel
- Public Relations and Communication Skills

SKILLS

Personal Skills:

- Public speaking
- Effective communication
- Teamwork and collaboration
- Time management

Technical Skills:

- Computer proficiency
- Microsoft Word
- Microsoft Excel
- Data Entry

LANGUAGES

- Arabic
- English