

OMAR SALEH ALDHUWAYHI

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OBJECTIVE

Dynamic Project Management Specialist with over 3 years of experience in content creation, social media, and event management. Skilled in client communication, team leadership, and delivering high-impact projects on time and within budget. Proven track record of building strong client relationships and resolving challenges to ensure smooth execution. Evolved from a fresh graduate into a confident professional with a passion for growth, a drive to learn, and a talent for managing diverse teams and delivering results.

EDUCATION

- **Bachelor's Degree in Media and Public Relations** with G.P.A (4.36/5).
King Saud University, Riyadh, KSA, Jun-2019- Feb 2023.

CERTIFICATIONS

- **Project Management Professional (PMP)®** – Project Management Institute (PMI)
Issued: May 2026 / Valid until: May 2029 "[Click to View Certificate](#)"
- **PMP course**, PM-Tricks – by Mr. Sayed Mohsen "[Click to View Certificate](#)"
- **IELTS** (International English Language Testing System), Score: 5
- **Certificate in General English**, Pre-Advance level. EC English. Brighton, UK. From Sep-2023 - Jul-2024.

EXPERIENCE

- **Project Management Specialist**, Kenayah; Riyadh, KSA — August 2024 - present
 - Act as the main point of contact for clients, understanding their needs and ensuring expectations are met
 - Assemble and coordinate cross-functional teams tailored to each project
 - Monitor project progress, resolve challenges, and ensure timely delivery
 - Build and maintain long-term client relationships to encourage ongoing collaboration
 - Oversee multiple content and social media campaigns simultaneously, ensuring high standards and brand alignment
- **Sales Specialist**, Alajlan Riviera, Riyadh, KSA. Jan-2023 Sep 2023.
 - Improved customer experience by actively listening to feedback and implementing changes to service protocols, resulting in increased customer satisfaction.
 - Communicated effectively with customers to resolve inquiries and issues, ensuring a high level of customer service.
- **Communications Specialist**, Education & Training Evaluation Commission, Riyadh, KSA- From Nov-2022 Feb 2023.
 - Facilitated internal communication by creating and distributing company newsletters, memos, and other internal communications.
- **Customer Service**, Rose Sweets, Riyadh, KSA From Sep-2021 Dec 2022.
 - Maintained the supply chain for the branch, coordinating with suppliers and ensuring timely delivery of products.

SKILLS

- Strong communication skills.
- Leadership abilities
- Competency in writing reports.
- Ability to learn quickly.
- Excellent English skills.
- Customers service.
- Multi-tasking abilities.
- Microsoft Office proficiency.