

Rabiea Khamis K Al-Haidi

Doha, Qatar

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Professional Overview

Qualified and professional Public Relations Officer with experience in both government and non-profit sectors. Strong ability to plan, develop and implement communication strategies, with excellent media management skills and experience in using social media as a PR tool. Enthusiastic, creative and goal-driven, I have the ability to create positive discussion about an organisation and would welcome the opportunity to use this ability for one of my greatest passions – cycling.

Education

General Junior Certificate

Oman

Employment History

March 2004 – December 2004

Public Relations Officer, Mowasalat (Karwa)

Doha. Qatar

Company industry: Transportation

Job Role: Public Relation and Customer Service.

January 2005 – December 2006

Public Relations Officer, Al-Subaie Service Company

Doha. Qatar

Job Role: Public Relation

January 2007 – March 2011

Public Relations Officer cum Messenger, Oman Embassy

Doha. Qatar

Responsibilities:

- General clerical duties
- Public relation and customer service
- Receiving diplomatic guests at the airport

March 2011 – March 2022

Public Relations Officer

Bin Omran Trading & Contracting L.L.C

Doha. Qatar

Responsibilities:

- Conceptualize and implement Public Relation Program for project
- Study and identify potential stakeholders and their issues for individual project
- Deal and manage feedback and complaints from external stakeholders, Draft publicity materials including circulars, brochures;
- Disseminate publicity materials to stakeholders, Arrange meetings or appointments with stakeholders
- Generate reports on feedback received; Participate in project's meetings
- Promote positive relationship with stakeholders; and perform miscellaneous works as required.
- Follow up with government departments regarding licenses, the Ministry of Interior and Municipality, and the Ministry of Health and Labor and the Public Authority for Electricity and Water.

September 2022 – July 2024

Public Relations Officer

Galfar Al Misnad Engineering & Contracting WLL

Doha. Qatar

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- I received a certificate of thanks and appreciation from the Public Works Authority for the best work team.

Technical Skills

- Microsoft Office Suite, including Word, PowerPoint and Excel
- Typing speed: 65 wpm, 94% accuracy

Personal Attribute

- Well oriented in office administration.
- Excellent communication skill
- Good in physical responsibilities, sociable, hardworking, flexible, self-oriented and willing to be trained.

Personal Attribute

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| • Name in Full | :: | Rabiea Khamis Al-Haidi |
| • Nationality | :: | Omani |
| • Date of Birth | :: | 16-Jan-1980 |
| • Marital Status | :: | Married |
| • Visa Status | :: | Transferable Residence
Permit GCC Countries |

Driving License

Holding light and heavy driving license

References will be provided on request