

FATMA HUMAID ALFALASI

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OBJECTIVE

secure a challenging position in the field of Communication and Media Sciences where I can apply my skills in media production, digital communication, and public relations to contribute to organizational success. I aim to grow professionally while delivering impactful results in strategic communication and media management.

EXPERIENCE

Office Clerk

SYNCHRO Electromechanical Contracting EST (SYNCHRO)

May 2023- Present. UAE

- Managed office operations, including document management, scheduling, and coordinating inter-office communications.
- Organized and maintained records related to visa and labor card renewals for employees, ensuring up-to-date compliance and regulatory requirements were met.
- Compiled and managed reports and communications to facilitate HR department processes effectively.

EDUCATION

Bachelor of Science in communication and Media Science

Zayed university

2025 UAE

- GPA: 3.06

High School

Al Waha School For Elementary G Secondary Education

2021 UAE

PROFESSIONAL SKILLS

- Media Production
- Content Creation
- Public Relations
- Digital Communication
- Translation
- Strategic Communication
- Marketing Campaign Development
- Journalism and Reporting
- Crisis Communication
- Event Management
- Advertising Strategies
- Brand Storytelling

PERSONAL SKILLS

- Strong Communication & Interpersonal Skills
- Time Management & Multi-Tasking
- Leadership & Team Collaboration
- Problem-Solving & Analytical Thinking
- Creativity & Strategic Thinking
- Critical Thinking.

TECHNICAL SKILLS

- Adobe Creative Suite (Illustrator, Photoshop, InDesign, After Effects, Premiere Pro, Audition)
- Audio Editing (Adobe Audition).
- Video Editing & Production.
- Social Media Marketing & Management.
- Proficient in Microsoft Office (Word, Excel, PowerPoint). Knowledge of Internet Browsers.

LANGUAGES

Arabic: Native

English :Fluent