

QASEM HASSAN ALMASKEEN

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OFFICE MANAGMENT

Objective

- **A journalist with a variety of Experience in management field.**
- **Recent graduate with great passion, highly competent communicator skilled in multitasking and effectively communicating with others.**
- **Seeking opportunity to learn, train and grow with fast paced company**

Work History

- **Sports Reporter (AL YAUM , Dammam , Cooperator)**
 - A. Delivered authoritative sports coverage with careful attention to game facts, stats and predictions.
 - B. Edited more than [Number] pieces per week, carefully checking content wording and facts.
 - C. Reported statistics and scores for various sports to audience of [Number].
 - D. Devised attention-grabbing headlines and summaries for each article.
 - E. Conducted in-depth interviews with players and coaches.
- **Media coordinator (Khaleej club, Saihat, Regular)**
 - A. Handled external communications with media and public relations professionals.
 - B. Managed [Number] employees in media department at [Business Name].

Skills

- Target audience analysis
- Excellent writing skills
- Media activity planning
- Coordination
- Ability to optimize content
- Team collaboration
- Checking facts
- Event coverage
- Headline writing
- Microsoft office

Education

- **High School Diploma (Jubail Industrial College, FROM 2017 TO 2021)**