

KHADIJA MOHAMED HASSAN

PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Social Media
- Content Development
- Proofreading
- Media Lists
- Privacy Regulations
- Effective Communications
- Social Media Strategy
- Media Relations
- Social Media Platforms
- Social Media Marketing
- Data Entry
- Analytical and Critical Thinking

WORK HISTORY

COMMUNICATIONS INTERN 06/2021 to 07/2022 Docol Group, Mogadishu, Banadir

- Prepared social media posts and videos with eye for viral content strategies.
- Proofread and edited materials prepared by all staff to check and correct spelling, grammar, and style.
- Developed campaigns to increase public awareness of company and engage customers.
- Wrote and distributed press releases and social media content for clients and company.
- Assisted with marketing strategy development to increase public awareness and customer engagement.
- Built strong relationships with media outlets and communications professionals to expand personal network.
- Helped with photo and video production and performed visual and sound editing tasks.
- Created media kits and utilized promotional materials to meet specific strategic initiatives.
- Prepared or edited organizational publications such as employee newsletters or stockholder reports for internal or external audiences.
- Cultivated strong relationships with media representatives to secure widespread coverage and feature stories.
- Built and maintained positive relationships with public by utilizing strategic plans.

SOCIAL MEDIA INTERN 01/2020 to 05/2021 Turkey Tourism Agency, Mogadishu, Banadir

- Created engaging content to catch attention of potential customers.
- Responded to comments, posts, and questions from various channels under supervision of my position.

- Optimized social media content for maximum engagement and reach.
- Evaluated analytics to track campaign success and identify improvement opportunities.
- Researched relevant industry trends to develop engaging, topical social media content.
- Assisted team with various marketing projects that would engage new leads and potential customers.
- Drafted and distributed press releases, blog posts and related content to increase media coverage.
- Managed social media accounts for varied clients, tailoring content to brand specifications.
- Responded to comments, posts, and questions from various channels.
- Conducted daily updates to social media profiles to boost company online presence.
- Created informative and entertaining posts for client's Twitter, Facebook, and Instagram pages.
- Created customized marketing materials to increase product awareness.
- Generated reports to monitor and analyze website performance, search engine rankings, or domain authority.

EDUCATION

University Of Somalia, Mogadishu Bachelor **of Arts**, Bank and Finance, 08/2022
Ablal High Schools, Mogadishu High **School Diploma**, 05/2018

CERTIFICATIONS

Project Management
Proficiency In English
Full stack web and app developer

ADDITIONAL INFORMATION

❖ Mother tongue: Somali language. Very good in English.

PROFESSIONAL REFERENCES:

1. **Abdurahman Sheikh Hussein Ali** - Finance Director at Docol group-
+252 61 7223632 Email: amuun114@gmail.com

Tell:

2. **Hassan Abdulkafar Mohamed**-General Manager at Turkey Tourism-

Tell:

+252-519972229 Email: Abdulkafar.hassan@gmail.com