**Amin Alyazeed Alharthi** Mobile: +966 569242016  
Email: Amin\_8008@hotmail.com  
Nationality: Saudi  
Location: Saudi Arabia**PROFESSIONAL SUMMARY**

Motivated and versatile media and communication professional with over a decade of comprehensive experience in public relations, executive coordination, and media publishing. Holds a Master's degree in Political Media with a strong academic background in journalism. Proficient in managing integrated communication strategies, digital transformation, and archival systems. Fluent in Arabic with working proficiency in English, French, German, Italian, and Spanish.

**EDUCATION**

* Master of Political Media, Imam Mohammed Bin Saud University, Riyadh – 2014
* Bachelor of Electronic Media, Imam Mohammed Bin Saud University, Riyadh – 2010

**DIPLOMAS**

* Diploma in Advanced Media Digitalization – 2009
* Diploma in Electronic Archiving in Media – 2008
* Diploma in News and Image Verification – 2007
* Diploma in Investigative Journalism, Al Jazeera Institute, Qatar – 2006
* Diploma in Libraries and Information, Imam Mohammed Bin Saud University – 2005
* Diploma in Technical Journalism, Ahmed Bin Salman Institute – 2001

**PROFESSIONAL EXPERIENCE**

* **2024–2025**: Director of Integrated Communication Department, *Espar Co. for Media*  
  Led media content development, executed digital strategies, and coordinated integrated media campaigns.
* **2022–2024**: Field Operations Supervisor, *Taibah Airports Operations*  
  Oversaw field coordination, managed ground staff, and ensured compliance with aviation safety protocols.
* **2021–2022**: Deputy Director of Strategic Operations, *Jeddah Airports Operations (Special Ops Unit)*  
  Contributed to operational strategy, handled logistics, and supported high-level airport operations.
* **2019–2021**: Executive Office Manager, HR Department, *Al-Babtain Contracting Co.*  
  Managed the HR Director’s schedule, prepared departmental reports, and coordinated internal operations.
* **2016–2019**: Senior Administrative Affairs Officer, *Alfanar Group*  
  Supervised HR records, facility operations, and corporate correspondence.
* **2013–2016**: Director of the Executive Office & Public Relations Manager, *Al-Arrab Contracting Co.*  
  Oversaw executive communication, public statements, and strategic internal coordination.
* **2010–2013**: Senior Accounts Manager, *Warriors Company*  
  Managed key client portfolios, led proposal drafting and ensured consistent client engagement.

**OTHER EXPERIENCES**

* Field Reporter, *Kingdom Magazine*
* Editorial Intern, *Al Faisaliah Magazine*
* PR Administrator, *Water House Establishment*
* Administrative Secretary, *Salco Co.*
* News Editor, *Alyammah*, *Alwatan Magazines*, *Imam Ahmed University*, *Okaz Newspaper*

**MEMBERSHIPS**

* Member, Saudi Media and Communication Association

**TRAINING COURSES**

* Sales Training Program (6 months), Administrative Training Center, Riyadh
* Computer Skills Training (6 months), Administrative Training Center, Riyadh

**LANGUAGES**

* Arabic (Native)
* English
* French
* German
* Italian
* Spanish