



Miral Ibrahim AbuTaleb

Jordan, AsSalt

0798435916 | meral.abutaleb@gmail.com

Objective

A creative thinker and leader who prefers to work in a team setting. Believe that a positive attitude is always a necessity no matter what one is trying to accomplish. Having a keen eye for detail, and a high interest in organizing and planning events, social media, consumer relations, and brand management.

Experience

- Alkindi Hospital –Jordan.** 08/2023 - Present
Head of Public Relations
PR Manager is a media and public relation professional responsible for planning and directing the creation of material that will maintain or enhance the public image of their employer or client.
Duties and Responsibilities:
 - Write press releases and prepare information for the media
 - Plan, implement and manage public relations programs.
 - Plan and budget for PR events, programs and initiatives.
 - Identify main client groups and audiences and determine the best way to reach them.
 - Designate an appropriate spokesperson or information source for media inquiries.
 - Help clients communicate effectively with the public.
 - Develop their organization's or client's corporate image and identity.
 - Assist and inform an organization's executives and spokespeople.
 - Devise advertising and promotion programs.
 - Assign, supervise, and review the activities of staff.
 - Build long-term relationships with all relevant stakeholders, such as local government, media people, politicians, etc.
 - Preparing and Planning for the Events.
 - Maintaining good relations with doctors and constantly communicating with them to solve their problems.
- AlNisr AlArabi Insurance Co. –Jordan.** 12/2011 - 08/2023
Administrative Assistant
 - Organizing the distribution of medical network for customers.
 - Follow up sending annual gifts to customers and greeting cards.
 - Client Communication and Files Management .
 - Organizing Supervisor's Schedule.
 - Arranging meetings with Senior Management .
 - Liaising with other Departments.
 - Re-organized and improved department filing system.
 - Managing purchases related to Department .
 - Follow-up attendance and delays on the daily working hours of the employees in the department.
 - Track shipments which send to the companies (offers, contracts and checks etc.,).
 - Follow-up AML documents for the companies with the legal department of the company.
- ARYAM Tours, Travel and Tourism –Jordan.** 01/2011 - 11/2011
Administrative Assistant & Reservations Officer
 - Ticketing.
 - Organizing Clients' Travel Programs.
 - Customer Service.
 - Office Management.
 - Collecting.
- Ministry of Political Development –Jordan.** 12/2009 - 04/2010
Minister Office Management - Intern
 - Preparation of reports and research.
 - Translation of Minister's Speeches\Letters.
 - Organizing Voting Campaigns.
 - Creating Ad Materials.
 - Analyzing Statistics and Cultural Researches.
 - Working with international projects.

Education

- **Al-Hussein Bin Talal University, Ma'an – Jordan.** 2008
International Relations B.Sc.
Very Good.
- **Balqa School, Salt – Jordan.** 2004
High School Diploma – Jordanian Tawjihi/ Scientific Stream.

Skills

- Events Coordinator.
- Computer MS-Office applications (Word, Excel). Galileo. IMS3. Certacure.
- Problem Solving.
- Communication Skills

Languages

- Arabic: Mother Tongue.
- English: Very Good.

Additional Information

Trainings & Courses:

- Communication Skills for HealthCare Professionals (EJAWDA Platform- 2023).
- Anti-Corruption and Anti-Bribery (Thomson Reuters- 2022).
- KYC, AML & CTF Course (Thomson Reuters- 2022).
- Treating Customers Fairly (Thomson Reuters- 2021).
- Code of Conduct (Thomson Reuters- 2019) .
- AML Basic (Thomson Reuters- 2018) .
- Business Writing (New Horizons– 2015).
- Galileo course (Royal Jordanian– 2011).
- Radio Editing (New Ma'an station (Sawt Aljanob)– 2008).
- TOEFL course (AMIDEAST– 2004).