

KHALID WALEED

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Location: Sharjah, UAE

SUMMARY

motivated and detail-oriented recent graduate in Mass Communication with hands-on training in protocol, communication, and mechanical operations. successfully completed an internship with Sharjah Police (Protocol and Hospitality Branch), where I gained real-world experience in official communication, Protocol procedures and event handling. Also trained in a garage environment to understand automotive maintenance and mechanical processes. Eager to contribute to a professional team and grow within a dynamic organization.

TECHNICAL SKILLS

- Customer service and Front Desk Etiquette.
- Hospitality Protocol
- Basic Mechanical Knowledge
- Communication and Teamwork
- Problem Solving
- Fast Learner & Adaptable
- Microsoft Office (Word, Excel, PowerPoint)
- Social Media Management
- Report writing & Documentation.

PROFESSIONAL EXPERIENCE

Intern - Protocol & Hospitality Department Sharjah Police Headquarters, Sharjah. UAE Jan - March, 2025

- Supported Official events, visitor protocols, and internal communication operations.
- Participated in planning and assisting in hosting dignitaries and events.
- gained exposure to official messaging, media handling, and record-keeping
- Learned proper etiquette and organizational protocols in a disciplined environment.

Additional Practical Training, Garage & Mechanical Workshop Trainee Sharjah, UAE. July 2024 - Jan 2025

- Assisted in routine maintenance, car repairs, and machine inspection.
- Gained discipline and teamwork skills through a hand-on, fast-paced environment
- (Note: Informal Training, no certificate issued).

EDUCATION

Bachelor of Mass Communication

Jan 2021 - May 2025

- Sharjah University, Sharjah, UAE
- Graduation: 2025
- Certificate Pending

High School Certificate (Secondary School)

2008-2020

- Dubai Carmel School, Dubai UAE
- Graduated: 2020

ADDITIONAL INFORMATION

- **Languages:** English, Arabic
- **Certifications:** Bachelor of Mass Communication Certificate Pending (Expected June 2025), Sharjah Police Protocol & Hospitality Training, Garage & Mechanical Workshop Practical Training - Informal Training