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# [Dushyant.313940@2freemail.com](mailto:Dushyant.313940@2freemail.com)

# Dushyant

**Personal Strength**

* Excellent organizing & coordination skills
* Analytical with keen eye to detail
* Possess positive-proactive work approach
* Holding UAE driving license

**Professional Experience**

**INTERNSHIPS**

* **GULF FOOD 2015, Dubai, United Arab Emirates Feb 2015**

**Position: Customer Service Executive**

**Job Profile:**

* Complete formalities related to documentation procedures
* Facilitate the flow of information across the organization, suppliers and customers
* Preparing activity reports on day-to day basis
* **DO & CO, Sakhir, Kingdom of Bahrain (Bahrain F1 Grand Prix) Apr 2013**

**Position: VIP Hospitality Crew Member**

**Job Profile:**

* Carry out assigned duties to ensure accurate and timely work processes with maximum efficiency as well as compliance to specified standards.
* Maintain a thorough understanding of the core operations and directing VIP guests to their respective booths allotted.
* **DUET SPORTS, Dubai, United Arab Emirates (Dubai Int’l Academic City) Apr 2013**

**Position: Organizer, Inter Collegiate Sports Tournament (DIAC)**

**Job Profile:**

* Worked with the Media, Creative and Public Relations departments on smooth functioning of the tournament.
* Developed and presented ideas, marketing plans for the event
* Facilitate the flow of information & materials across various teams, suppliers and players.
* Preparing activity reports upon completion.
* **V3 MEDIA, Dubai, United Arab Emirates Oct 2012**

**Position: Intern Producer, 105.4 Radio Spice**

**Job Profile:**

* Provide recommendations designed to improve show content.
* Drove towards increasing stations listeners and reported on the same through weekly reports.
* Created show content for various segments of the radio station.

**Educational Qualifications**

**Heriot Watt, Dubai, U.A.E MAY 2016**

Bachelor of Business Administration

**DUBAI TRADE (CILT), Dubai, U.A.E NOV 2016**

Certified Trade and Logistics Professional

**Vibgyor High, Mumbai, India MAY 2012**

A Levels

**Holding UAE driving license**: **Yes**

**Reference:** References are available upon request.

I hereby declare that the information furnished above is true to the best of my knowledge.