

**Personal Details**

Name Ahmed

Ahmed.335623@2freemail.com

Date of Birth 30th August 1996

Age 19

Nationality Pakistani

Visa Status Student

Sponsor Mother

Driving License Yes

**PERSONAL SUMMARY**

A well-presented, highly personable and efficient event’s organizer with an ability to work independently in a changing and multi-tasking environment with numerous and competing deadlines. Having a strong customer service orientation and delivery focus and an active commitment to continuous improvement and quality standards. Excellent communication skills and comfortable working in a fast paced, hands-on, growth orientated work environment.

Currently looking for a position that offers variety and the opportunity to develop both personally and professionally.

**Work Experience**

* Worked with Medulla as a Transport Coordinator in a film shoot featuring Akshay Kumar and Nimrat Kaur.
* Being a Marketing Executive for WebGhost International that sold Web Solutions and IT Products.
* Worked with Vibes at Qasr al Muwaji as teacher’s assistants.
* Worked in F1 2015 as a Traffic Specialist with MV Global.
* Worked in Shuttle Systems as Hotel Transport Specialist with MV Global during ADIPEC 2015 Abu Dhabi.
* Worked in concerts and exhibitions as coordinator and lead.
* Part of the Traffic Team for Nike Run Dubai with MV Global.
* Being coordinators in charity events such as the Book Fair in Oasis Center.
* Worked with Etisalat in the ISP team for a month.
* Worked at Hazza Bin Zayed as a customer service representative and as a marshal.
* Worked with Arga for the following events
1. Al Watbah Heritage
2. Zayed Sports City during the National Day
3. Yoga Downtown Dubai
4. ITU Marathon
5. Qasr al Hosn Abu Dhabi
6. Mother of the Nation Festival Corniche
* Conducted surveys for famous and luxury designer brands such as
1. PIGET Watches
2. CARTIER Watches
3. BVLGARI
4. VERSACE
* Worked in luxury cars projects with Medulla for BMW Mercedes and Lexus
* Conducted telephone surveys for Nestle based on the coffee capsules

**Duties and Responsibilities**

* Working closely with exhibition organizers, stand designers and contractors.
* Developing, implementing planning and managing events
* Interacting with clients at a high level.
* Overseeing procurement of catering, audiovisual, security & rental needs.
* Managing relationships with sponsors.
* Supervising & coordinate the activities of personnel, subcontractors & vendors.
* In charge of accommodation, schedules, travel, day plans and registration procedures.
* Ensuring that the events run smoothly and to solve any issue that come up.
* Working and coordinating effectively with teams.

**Areas of Expertise**

* Event Logistics
* Managing Supplies
* Delegate management
* Corporate Hospitality
* Events Survey and Market Research

**Key Strengthens and Skills**

* Ability to delegate.
* Able to work effectively with different personalities.
* Can work effectively on several projects simultaneously.
* Aware of health & safety, security and protocol, disability access regulations and legislation.
* Demonstrated ability for accuracy and thoroughness.
* Able to work under pressure and as part of a team.

**Academic Qualifications**

* BA (Hon) in Management and Marketing Completed two years,

 **Anglia Ruskin University 2014-2016**

* Completed International Business Diploma from BTEC AL AIN

**BTEC AL AIN 2013-2014**

* Completed Business Foundation Course at BTEC AL AIN 2013
* Completed Passenger and Customer Service course with Wings Academy Sharjah 2015
* Completed IATA Travel and Tourism from Syscoms College AL AIN 2014

**Languages Known**

Language Writing Reading Speaking

English Excellent Excellent Excellent

Urdu Good Good Excellent

Arabic Nil Good Good

Pashto Nil Nil Good

Sinhalese Nil Nil Good

**References Available Upon Request**