



RAOUF KHALIL

Event Professional



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Dubai, United Arab Emirates

PROFILE

Highly motivated Events professional with progressive experience from operations to client management. Skilled in operations, communication, and building strong client relationships. Leveraging diverse background in language and customer service to deliver exceptional event experiences

EDUCATION

Bachelor of Business
University Of Fujairah
2014 – 2019

EXPERTISE

- Management Skills
- Operations
- Project Management
- Problem Solving
- Critical Thinking
- Communication Skills
- Client Coordination
- Negotiation
- Motivated

LANGUAGE

- Arabic
- English
- Russian

CERTIFICATES

- UNITED Nations
UNFCCC
- Instructor
Ministry Of Defense



WORK EXPERIENCE

Site Manager, Project Management, & Event Planner

Global Mice Organisation Limited, Emirates Villages Project

- Support on the planning, management and coordination of events and projects.
- Establish rapport with clients, understand their needs and expectations.
- Proactively identify and resolve client issues, ensuring a positive experience.
- Oversee day-to-day operations of the designated area, ensuring smooth workflow
- Coordinate with vendors, ensuring timely deliveries and quality services

Digital Support Assistant & Operations Co-Ordinator

THA, United Nations " COP28 " Event

- Proactively monitored live video streams on the United Nations channel for technical issues like lagging or outages.
- Clearly communicated technical issues to relevant teams.
- Quality Control, Quality Assurance.
- Compiled daily reports summarizing stream quality, issues identified, and actions taken.

ICT Support & Client Operator / Part Time

Evento Solutions

- Resolve network technical issues
- Coordinate with the clients 'UAE PASS & EID Authority'
- Manage the operations to run the voting system & event smoothly
- Train end users how to use the computer and connect the printers via local network

Events Operation / Freelance

Xenial Events

- Worked as Scanner, Usher, and Operations for a multiple large scale events.
- Traffic Marshall for a large scale events & festivals.
- Proactively identify and resolve client issues, ensuring a positive experience.

Event Organizer / Freelance

Fujairah Culture & Media Authority (Fujairah Arts Festival)

- Reserved hotels for artists
- Ensured smooth execution of client orders
- Served as Event Organizer and Restricted Access Support Operative during festival events
- Coordinated logistics and managed access control

16
DEC
2023 –
30
MAY
2024

27
Nov
2023 –
13
Dec
2023

Mar
2023
–
July
2023

Feb
2023
–
Present

Sep
2018
–
Present



For a comprehensive overview of my experience,
please visit my LinkedIn profile:
www.linkedin.com/in/abdelraouf-khalil