



Faisal Rafique

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Dubai, UAE

OPERATIONS / ADMIN / ONSITE PRODUCTION / EVENT COORDINATOR

OBJECTIVE

A suitable position as above with a reputed organization & to work in an innovative and competitive environment, and to attain & fulfill organizational goals thereby simultaneously achieving personal career growth.

PROFILE

- Have 9+ years of overall experience in Operations Coordinator & Relations Executive with reputed companies in UAE in Event Management.
 - Have 5 years of overall experience in Administration, Accounts in Pakistan.
 - Qualified with Diploma in Commerce & Certificate in Commerce
 - Have excellent communication skills in English & Urdu.
 - Proficient in using MS Office applications.
 - Have excellent customer service & people management skills.
 - Can achieve organizational goals by building an effective team.
 - An excellent team player & can get along with different nationalities.
 - A keen analyst with exceptional negotiation and relationship management skills and abilities in liaising with external agencies.
 - Strongly commercial with excellent communication and interpersonal skills.
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EMPLOYMENT HISTORY

Company	:	MedOrg Seminars Organizing, Dubai, UAE
Designation	:	Operations & PRO
Duration	:	April 2014 to date

Job Profile: Operations

- Make site visit with suppliers of AV, Stage buildup, or any other special requirements from client
- Logistics (ordering recording, support, follow-up)
- Event Planning and Production.
- Order supplies and audio-visual equipment.
- Map out the site of the conference
- Coordinate and implement all operations with AV, Tech Support, Set up and d-rig
- Brief and manage AV Supplies, Registration desk, Printing, Scanning, Signage
- Handle the flow of the conference from day one to end date, make sure everything is smooth during the lectures, coordinating with moderator, and speakers of the conference.
- Follow up with the venue representative about the details and needs of the event, provides all on site requirements and coordinates all pre event requests
- Communicate daily with the management team, planning work schedules and checking client requirements
- Negotiate with external supplier and service providers as required
- Purchase equipment, gifts, souvenirs necessary for the conference
- Monitor ball room activities to ensure accurate and timely execution of the conference

Job Profile: PRO

- Deal Promptly and productively on general enquires about PRO functions
- Renew, update and keep up all workers visas and work contracts on time
- Send notification to employees on required documents before their visa expires
- Update the staff insurance, addition / deletion
- Make sure all business and trade licenses are updated, follow up official approvals and permits, to prevent unnecessary violation
- Updated all other documents and cards are updated, from the labour department, GDRFA,
- Dealing with the developer office for the association fees and other related matters if necessary

Company : **Sharp Eye Production, Dubai, UAE**
Designation : Operations & Logistic Coordinator
Duration : December 2011 to April 2014

Job Profile: Operations

- Handling Operations for Events like Product Launches, Corporate Conferences, Exhibitions, Gala Dinners, Music Festivals, Concerts and Special Events like The International Film Festival 2013, Swarovski Luxury Products Launch, Dubai Fashion Week
- Overseeing day-to-day operations.
- Assist with preparing budgets and provide progress reports to directors for each event project.
- Organized outsourced Labours & transportation on contract basis.
- Coordination with Production manager, Sales Executives.
- Arrange food and beverage.
- Coordinate with vendors on event related matters.
- Make site visits and find resources to help staff make decisions about event possibilities.
- Overall responsibility of supervision on Petty Cash, Food & Beverage and outsourced transportation and labours.
- Consolidated reports of individually event for the costing of F & B, Miscellaneous purchase.
- Completely incharge for the executing day to day events.
- Office administration related matters.
- Coordinate between account managers and for Work orders.
- Handles the order management end to end and sends the weekly and monthly reports.
- Manage Company's own Transportation for crew members on different locations and vehicles record updating (mulkiya, insurance, vehicle service)
- Oversee the warehouses, where Equipments are sent and received, as well as any truck drivers or haulers directly employed by the company.
- Receiving the new equipments, raw materials and entering and logging the details for company record.

Company : **Artes Middle East LLC, Dubai, UAE**
Designation : Operations Coordinator.
Duration : From August 2007 to March 2009

Job Profile:

- Hold a record of handling large scale Operations like The International Dubai Jazz Festival -2008 & 2009,
- Indian Music Concerts in Dubai and a series of other western and various regional music concerts in Dubai
- To manage the Company transportation at multiple locations, Labours, outsourced contract Transportation, Sound, Video, Lighting, IT equipments loading and unloading on the events, Scheduling the drivers and crew members for various sites,
- Organizing Materials for the events.
- Coordination with Production manager, Sales Executives, onsite requirements regarding the Stage, Backdrop, Sound, Video, Trussing, Lighting, IT equipments requirement and any others for the Events, Exhibitions, Conferences, Concerts.
- Overall responsibility of supervision on Petty Cash, Food & Beverage for the crew members.
- Consolidated reports of individually event for the costing of Labour, Transportation, F&B, Miscellaneous purchase.
- Completely in charge for the executing day-to-day events.
- Maintain facilities and equipment to ensure a neat, safe, efficient operating environment.
- Complete daily, weekly and monthly reports and record as required for the events operations.

Company : **Beaconhouse School System, Pakistan**
Designation : Assistant Accountant.
Duration : From April 2001 to October 2006

Job Profile:

- Manage the day-to-day financial transactions of the company.
- Maintain book of accounts in a computerized environment.
- Handle cash management, control petty cash, and prepare render accounts of individuals & departments.
- Ensure reconciliation of all sub ledgers & general ledger performed on regular basis.
- Ensure effective fixed assets & inventory control is applied.
- Ensure continuous development & improvement of the procedures within the finance department.
- Liaise with & assist internal & external auditors; implement recommendations if any; take corrective action wherever required.
- Verify the assets & liabilities mentioned in reports in fact exist.
- Payments through Cheque and Cash,
- Daily Bank Balance Position,
- Maintaining the attendance registers, Leave Record of Employee, Salary, Leave Encashment
- Monthly statistics of Administrative staff,
- Monthly statistics of students, filing, correspondence.

EDUCATION

Diploma in Commerce Punjab Board of Technical Education Lahore Pakistan

Certificate in Commerce Punjab Board of Technical Education Lahore Pakistan

COMPUTER SKILLS

- Peachtree Complete Accounting Windows98, Windows 2000, Windows Xp & Vista, 10
- Outlook,
- MS Office Applications (Excel, Word, Outlook; Internet & E-mail)

PERSONAL PROFILE

Date of Birth : 19 February 1977.
Nationality : Pakistani
Status : Married
Visa Status : Residence (NOC will be available)
Languages Known : English; Urdu; Punjabi
