

Muhammed Bilal

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Profile Summary

Worked as Event Coordinator and asst. planner, coordinating the activities, and workflows with various vendors for high profile events. Comfortable working with people at all levels, with a pragmatic approach to solving problems and developing business relations. Strong people management skills, with the ability to work under pressure

Key Experience:

Commerce | Logistics Management | Hospitality | Market Planning Private Events | Promotional Marketing | Articulated communication skills | Tech-savvy | Coding Experience | Inventory Checking | Product research | MS office | Inventory management | Data entry

Experience

Internship and Assistant Event Coordinator (Freelance)

2016 - 2019

Location: Dubai, Atlantis Hotel, WTC, Wardrobe Astoria, and Sofitel.

- Event Assistant: Tailor-Made events (Weddings/High profile private events/Jewellery Auctions).
- Planned and Executed tailor-made events for Individual and corporate clients.
- Ensured availability of required materials and manpower for the events in progress.
- Worked as an Intern at Diamond auction for RAPAPORT.
- Worked as Promoter for life pharmacy.

Sales and Purchaser Administrator (Building Materials Purchaser & Traders)

2019 - 2020

SHA-AMIR INTERNATIONAL TRADING F.Z.E

Key Responsibilities:

- Handling customer queries, debt collection, and arrears recovery
- Set up and manage day-to-day operations including but not limited to Administration and Customer Service, Document collection, and filing.

Education Qualification

- NIOS - National Open School board 10th 12th
- Business/Commerce - in progress

Certifications - IIDE (Indian Institute of Digital Education) and Aptech Computer Training

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|---|---|
| • Learn Video Marketing | • Data science 101 |
| • Design your First App Screen using XD | • Full Stack Development |
| • Understanding Python Basics | • Certification of Advance Business Software Applications. – MS Office. |
| • Getting started with Photoshop | |

Personal Profile

- Date of Birth: 01.05.1997
- Visa Status: Residence Visa
- Nationality: Indian
- Driving License: UAE Light Vehicle
- Language is known: English, Urdu, and Hindi