



RIZWAN RASHEED

EVENT COORDINATOR

Detail-oriented and service-focused professional with expertise in event coordination. Possessing strong organizational skills and a meticulous approach to managing event logistics. Demonstrated record of achieving a significant increase in event attendance and innovating marketing campaigns to boost online engagement. Attained outstanding client satisfaction through effective leadership. Skilled in optimizing costs and achieving significant savings through meticulous budget management.

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PROFILE SUMMARY

- Results-driven **Events Coordinator** with **6 years of expertise** in orchestrating and managing diverse events while fostering strategic partnerships and maximizing outcomes.
- Proven track record in delivering seamless marketing events and cultivating mutually beneficial relationships with external parties.
- Adept at coordinating event logistics, managing budgets, and executing partnership agreements. Skilled in stakeholder collaboration and delivering exceptional customer service.
- Achieved a record 30% average attendance increase, innovated, and implemented campaigns resulting in a 25% rise in online engagement, and attained an outstanding 95% client satisfaction rate through effective leadership.
- Streamlined operations, optimizing costs by 20% through meticulous budget management.



EMPLOYMENT OUTLINE

GI Corporation, Dubai, UAE

Procurement Specialist Aug 2020 – Present

- Analyze technical data and specifications to understand equipment and supply requirements.
- Evaluate and select suppliers delivering high-quality products at competitive pricing.
- Negotiate lead times, costs, and quality with suppliers to maximize company benefits.
- Develop and implement procurement strategies, including supplier preferencing studies, to achieve cost savings.
- Liaise with suppliers to ensure timely delivery schedules and maintain product quality.
- Review and manage supplier base to align with sourcing strategies and drive continuous quality improvement. Coordinate procurement activities with global offices in Dubai and the United States, leveraging strong communication and negotiation skills.

Unicorn Commercial Broker as a **Sales Representative** for **Mashreq Bank credit cards** Jan 2020 – June 2023, Dubai, UAE

MetaKi Experiences, Bangalore, India

Event Coordinator Feb 2020 – Nov 2023

- Coordinated a variety of events including product launches, customer loyalty events, and showroom events.
- Managed event timelines, budgets, and logistics, ensuring seamless execution.
- Negotiated contracts with suppliers and oversaw event setup and takedown.
- Provided support to attendees and prepared comprehensive event reports for performance evaluation.

Achievements:

- Awarded Best Event Coordinator for 2022 for outstanding performance and exceptional client feedback.
- Successfully managed a high-profile product launch with over 1,000 attendees, significantly increasing brand awareness.



CORE COMPETENCIES

Event Coordination

Sponsorship

Business Skills

Event Strategy Compliance

Risk Management

Communication



DOMAIN EXPOSURE

- Hospitality Management**
- Logistics Oversight**
- Vendor Coordination**
- Research and Analysis**
- Agreement Execution**
- Problem solving**
- Complaint Handling**
- Staff Management**
- Word, Excel, Powepoint**
- Adaptability**
- Cvent**



EDUCATION CREDENTIALS

- Bachelor of Technology (Mechanical Engineering), PA College of Engineering, Mangalore, India, 2013– 2017
- Higher Secondary (Science), Indian School Al Wadi Al Kabir (CBSE), Muscat, Oman, 2012– 2013
- High School, Indian School Al Wadi Al Kabir (CBSE), Muscat, Oman, 2010– 2011



COURSES AND CERTIFICATES

- Event Planning Foundations
- Risk-Taking for Leaders
- Sales Foundations
- Develop Strategic Planning Skills
- Essential New Skills in Project Management
- Brand and Marketing Integration

Powerpack Solution, Bangalore, India

Event Assistant Oct 2017 – Mar 2019

- Assisted in planning and executing events, ensuring adherence to schedules and budgets.
- Coordinated event space setup and managed on-site logistics. Supported guest registration and aided attendees.
- Played a key role in organizing a large-scale corporate event with 500+ attendees, which received high praise for its smooth execution.



FREELANCE PROJECTS

Dubai Shopping Festival (January 2024)

- Served as a Logistics and Transport Coordinator, ensuring seamless transportation and logistics operations during one of Dubai's premier shopping events. Managed vendor coordination, delivery schedules, and on-ground support to facilitate smooth event execution.

COP 28 (November 2023 - December 2024)

- Worked as an Event Coordinator for this globally significant climate conference.
- Coordinated with multiple stakeholders to oversee event logistics, scheduling, and operational requirements.
- Played a key role in supporting high-profile sessions and ensuring adherence to international standards.

Event Support Coordinator for Major Dubai Expos (2024)

Provided operational and logistical support in prestigious expos hosted at the World Trade Centre (WTC), including:

- Automechanika Dubai: Facilitated exhibitor setups and coordinated event day logistics for the automotive industry's leading trade show.
- The Big 5 Dubai: Supported infrastructure development teams, ensuring efficient delivery of construction and building material exhibitions.
- Beautyworld Middle East: Assisted in exhibitor coordination, booth management, and visitor engagement for the region's largest beauty trade show.
- WETEX Dubai: Streamlined participant registrations and managed energy and sustainability expo logistics.
- GITEX GLOBAL: Coordinated with tech exhibitors and maintained smooth operations during one of the world's premier technology events.
- Gulfood Dubai: Facilitated food and beverage exhibitors, ensuring optimal setup and visitor management.

MetaKi Experience, Millennium Hotel, Dubai, UAE

Event Support Feb 2024

- Supervised the event "Greaves Game Changer", ensuring smooth operations and adherence to event plans.
- Managed on-site logistics and coordinated with various teams to ensure successful event execution.

TCS 10K Marathon, Bangalore, India

Production Supervisor May 2022, 2023 & 2024

- Assisted in planning and executing events, ensuring adherence to schedules and budgets.
- Coordinated event space setup and managed on-site logistics. Supported guest registration and aided attendees.

Manpower coordinator - Hybrid Work Experience April 2024

- Provided manpower services and vendor collaboration for PROCAM, ASICS, and AIDBEES through virtual connections while working from Dubai.

Hector Beverages, Bangalore, India

Manpower Coordinator Oct 2019- Jan 2020

- Efficiently coordinated manpower provision for a 4-month project with the client, focusing on Paper Boat Juice.
- Managed and directed promoters to ensure the smooth and successful execution of the activity.
- Oversaw the coordination and scheduling of tasks to meet project deadlines and client expectations.
- Ensured effective communication between all stakeholders involved in the project.

Direct Edge, Muscat, Oman

Event Supervisor Apr 2018- Sept 2019

- Led the successful launch of Red Bull Oman's mobile SIM card at prominent locations, including Avenues Mall, City Centre Muscat, VOX Cinemas Shati, and VOX Cinemas City Centre Sohar.
- Compiled and maintained daily sales reports, monitoring the activities of promoters and addressing any issues promptly to ensure the smooth flow of sales operations.
- Supervised the login and logout timings of promoters to optimize event coverage and effectiveness.

BlueGem Entertainment and Management, Bangalore, India

Event Intern July 2017- Aug 2017

- Directed event logistics, ensuring on-time delivery and cost savings through effective vendor management.
- Oversaw the seamless execution of diverse venue setups, contributing to the enhancement of event success and impact.
- Developed adept problem-solving and communication skills in high-pressure scenarios as an Event Intern.
- Played a pivotal role in creating a positive and memorable experience for attendees.

References available upon request