

Ali Almahmudi

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📍 Dammam, Saudi Arabia

SUMMARY

With a Diploma in Event Operation and Planning, I bring a wealth of knowledge and expertise to the field of event management. Through my academic journey and various certifications, including “The Fundamentals of Event Management” and “Strategic Management of Entertainment Events,” I have honed my skills in overcoming challenges and creating innovative solutions in event planning and execution.

My passion for event management is evident in my ability to develop and implement effective marketing plans that attract target audiences and the success of each event.

EXPERIENCE

Wattn Event | Saudi Arabia

Event Management Office | Supervisor of organizing events | 2023

- Develop event concepts, set goals, and create detailed event plans.
- Scout and secure suitable locations, and negotiate contracts with vendors.
- Develop and implement marketing strategies, and create promotional materials.
- Organizing event logistics, such as transportation, accommodation and on-site facilities.

Anan Hotel | Saudi Arabia

Work at the reception | Supervising the hotel | Jun 2022 –Jul 2022.

- Handle incoming phone calls, answer general questions, and transfer calls to employees.
- Scheduling and managing appointments, ensuring they are recorded and followed up properly.
- Recruit, train, schedule and supervise the performance of hotel staff, including the front desk.
- Monitor and control expenses, set revenue targets, and ensure that the hotel operates profitably.

EDUCATION

International T & H College | Saudi Arabia

Diploma of Event Operation and Planning | Aug 2019 - Aug 2023.

- Knowledge of basic concepts, theories and practices in the field of event management.
- Develop innovative solutions to overcome challenges in event planning and management.
- Create and implement marketing plans to promote events and attract target audiences.
- Enhancing effective communication and interpersonal skills.

OTHER

● Certifications & Courses:

- The Fundamentals of Event Management | Jul 2022.
- Saudi Hospitality | Dec 2022.
- Strategic Management of Entertainment Event.
- Establishing and developing entertainment projects.
- Managing and Organizing Events in Saudi Labor Market.
- Project Procurement Management
- Occupational Safety and Health
- Event Logistics Management
- The Art of making Exhibitions and conferences
- Event management
- Marketing communication

● Technical Skills:

- Budget preparation and financial management.
- Marketing and promotion.
- Graphic design and visual communication.
- Venue and vendor management.
- Risk management and crisis communication.
- Written and oral communication.
- Building networks and relationships.
- Data analysis and reporting.
- Time management and multitasking.

● Soft skills:

- Effective Communication Skills.
- Empathy and Sensitivity.
- Cultural Competence.

- o Teamwork.
- o Problem-Solving.
- o Adaptability.
- o Conflict Resolution.

● **Languages:** Arabic, English.