



MOHAMMAD DANISH

Mobile No : +966 561870205 / WhatsApp +917654379857
Email : danish4advantage@gmail.com

Aspires to pursue Projects & Operation under professional and managerial level to the company

EVENTS OPERATION MANAGER

With **13 years** of Events & Exhibition management experience with
KEY RESULT AREAS

EVENTS / EXHIBITION / INTERIOR

- **INTERNAL EVENT CO-ORDINATION:** Ensuring constantly, transparent, accurate and positive communication with our team and vendors (Event planning, execution management, timeline production plan, and venue branding, site management).
- **INTERIOR SPECIAL PROJECTS:** Managing new projects, fit out, renovation for Al Zain Jewellery all over GCC and updating projects timeframe updating project tracker daily basis and budgeting ,negotiating with suppliers of the projects and ensuring the quality check and delivery assurance before sending to clients services & workshop assistance.
(Handling multiple projects all over GCC. (City Centre, Bahrain Duty Free, Reem Mall –Abu Dhabi)
- **ONSITE EVENTS MANAGEMENT:** Managing staff and event suppliers, vendors on site, and ensuring that the logistic timeframe and quality assurance of the event meet our brand expectation.
- **PROJECT OPTIMIZATION:** Ensuring all project budgets and optimized cost as per the actual situation at the events.
- **INNOVATIVE CREATIVE IDEAS:** Thinking outside the box and providing full assistance with new ideas to improve and understand marketing efficiency.

CAREER HISTORY

EVENTAT-UNLIMITED TECHNOLOGY (KSA)

Events Operation Manager
(Session: DEC-2019- Currently Present).

Duties & Responsibilities:

- Planning and organizing production schedules for ensuring operation flow
 - Assessing project and resource requirements management with vendors’
 - Planning and organizing production schedules for ensuring smooth running operation.
 - Determining quality control standards & overseeing production processes.
 - Managing with large exhibitions and events structures and equivalent
 - Expert of reading technical drawings and Project management.
 - Manage Onsite Events & Exhibitions and Interior project.
 - Handling project design and communication with clients.
 - Risk and Safety Assessment and training for assign projects.
 - Planning Events, Exhibition & Live Show Management
 - Planning & Execution Ideas for Exhibition Stand all over GCC.
 - Handling A/V setup/Led Screen / Sounds system /truss rigging etc.
 - Dealing with Government & Public Sector events.
 - Liaising with clients Venue, Exhibition space related permit approval.
 - Coordinate day to day activities of the events with marketing teams
 - Communicated with teams & vendors to organize well manner and ensure project time.
 - Reporting Directly to Events Director of Company.
 - Assistance Tendering Project & preparation Of Proposal
 - Successfully Track Record Direct and Manage project from beginning to Handover project.

Latest Project Handle -2020-KSA

Sabic Conference / Schlumberger-IKTIVA / Aramco-NIT / KSA ARMY Health Conference / Samsung S-20 Product Launch / SCE conference / MOH-Covid Awareness campaign / 23rd Sept 2020 National day Events setup-Riyadh 2020.

AL ZAIN JEWELLERY (KINGDOM OF BAHRAIN) Event & Project Manager (Session: September -2017 – Sept 2019)

Duties & Responsibilities:

- Handling multiple Project & Events activity.
- Project design and events coordination with contractor under timeframe delivery.
- Handling Fit out & Maintaince for all over GCC store.
- Research events location and shortlist design with fit out companies and negotiate.
- Communications and follow up on all pending tasks with joint vendors.
- Maintain project and event track sheet for daily basis and create checklist for task completion.
- Support Logistic & Marketing for Product Launching & Promotion worldwide.
- Providing full support to Marketing & Sales team for events and exhibition.
- Co-ordination with vendors & negotiations with contractors.
- Preparing Project feasibility, project budgeting and annual event calendar.
- Searching new malls outlets & business opportunity worldwide.
- Operation and mall permit assistance within GCC.
- Handling all outlet branches including Bahrain duty free.
- Preparing Presentation and annual budget as per project assign.
- Reporting directly to CEO / Board Member.
- Project & Event planning with execution management
- Oversee current & upcoming projects coordination with external and internal partners
- Visit shows, conduct market research and study all trends as they occur and update to management.
- Organizing First Jewellery bazaar in Bahrain.
- Corporate Event planning like Bridal Show, Gold Show Trends week in GCC..
- Outdoor Advertising Assistance e.g. billboards, lamppost etc.
- Branding & Billboards Assistance

Project Handle

Gold Show 2018-2019, Jewellery Bazar 2018, Brand Promotion, Flagship Al Zain Seef Boutique, Jewellery Show Sharjah, Exhibition setup Qatar, Bahrain Duty Free, Interior & Renovation, Office Management.

FLASH EVENTS & MEDIA PROJECT W.L.L. (KINGDOM OF BAHRAIN) Events / Exhibition Project Manager (Session: December 2011 / February -2017).

Duties & Responsibilities:

- Manage Onsite Events & Exhibitions and Interior project.
- Planning Events, Exhibition & Live Show Management
- Planning & Execution Ideas for Exhibition Stand all over GCC.
- Handling smooth and efficient process by monitoring the production house.
- Dealing with Government & Public Sector
- Marketing Events & Sponsorship Assistance
- Planning Public Relation, Media, Outdoor Advertising.
- Liaising with clients Venue ,Exhibition space
- Coordinate day to day activities of the events with marketing teams
- Respond to requests from higher management & make production & Checklist report.
- Communicated with teams & vendors to organize well manner and ensure project time.
- Organize gala dinner, launching products and corporate events and many activities.
- Event & Exhibition Logistics Management
- Cost Effective Budget Assistance
- Reporting Directly to CEO & Managing Director of Company
- Production & Manage vendors
- Capability Co-ordinate Several project simultaneously
- Assistance Tendering Project & preparation Of Proposal
- Soliciting and Securing of jurisdictional support and related permits.
- Successfully Track Record Direct and Manage project from beginning to end.

- Manage projects to assigned timelines while also completing assigned team task
- Ability to manage assistance marketing & sales instantly converted result oriented
- Manage Events 360's services including client services, participant acquisition,
- Experience in volunteer management, operations and other special project.
- Ideas share and coordinate specially Exhibition stand, Events themes project.

NATIONAL GROUP (KINGDOM OF BAHRAIN)
Events & Exhibition Project Executive
(Session: February 2010 / November 2011)

Duties & Responsibilities:

- Coordinate Events & Exhibition Project Assign
 - Marketing & Project Analyst
 - Sponsorship Marketing Assistance
 - Suggesting Clients Ideas Events Themes
 - Marketing Exhibition Space.
 - Managing Events setups.
 - Print & Outdoor Media Assistance
 - Managing Technical teams Av and others
 - Organizing Brands Promotion Events In Malls & Hotels
 - Resolving all the issues related customer satisfaction
 - Handling outdoor media advertising EG: Lamppost –Temporary Billboards-Radio
 - Preparing events checklist and ensuring revised task
-

THRILLER SPECIAL EFFECTS (Bollywood Production), MUMBAI
Events & Production Executive
(Session: February -2009 / January- 2010)

Duties & Responsibilities:

- Coordinate with Bollywood Production Manager
 - Handling Production house requirement
 - Preparing daily basis in & out checklist
 - Coordinate with teams member on site
 - Maintain program & Planning Agenda
 - Marketing & sales assistance
 - Handling TV production supplies - laser show ,comedy circus broadcasting shows assistance
 - Co-operate with vendors and suppliers
 - Effective planning and production management
 - Work with senior manager & coordinate with managing director.
-

ADVANTAGE GROUP, NEW DELHI
Events & Marketing Executive
(Session: April 2007 /December-2008)

Duties & Responsibilities:

- Events & Marketing coordinating with all events program on site in corporate sector.
- Planning Special school educational program like eg : Horlicks wizkids , Edutex ,online learning
- Marketing Events & Shows
- Client Service provider -railways ECR , Shell and Indian government
- Creativity show and ideas, concept sharing with management and make events successfully
- Reporting events work status of event to directly events manager
- Cooperate with all media printing items delegate kits & many more
- Operating assistance from start to end report to the management
- Logistics assistance and production
- Vendors & Venue management

Certificates & Achievement: -

- Certified Events Planner by TEC -Dubai.
- 1st Jewellery Bazaar (2018) organizing at Bahrain Exhibition Centre for AL Zain Jewellery / BJC / ASIA Jewellers
- Luxury project for AL ZAIN JEWELLERY renovation of flagship boutique at Seef mall.
- Organize Gold Show, Arabian Women show, Jewellery Clearance Sale & Bridal Show annually.
- Introducing and awareness campaign first time in Bahrain- 3D Printer Technology –Kingdom Of Bahrain.

ACADEMIC OVERVIEW

BACHELOR STUDIES OF EVENTS & ARTS. -IGNOU.
CERTIFIED EVENTS PLANNER BY TEC DUBAI.
INTERMEDIATE (I.SC) FROM ORIENTAL COLLEGE IN 2006.
DIPLOMA IN COMPUTER APPLICATION

PERSONAL VITAE

Date of Birth	:	28th November 1989
Marital Status	:	MARRIED
Father Name	:	Md.Reazuddin
Language Known	:	Fluent English, Hindi & Basic Arabic.
Nationality	:	Indian
Passport No	:	S6634271
GCC Driving Licence	:	Valid Bahrain driving licence till 2025.

(MOHAMMAD DANISH)