

COVER LETTER

My name is Ruby Mirchandani. I am 31 years old, born and raised in Bahrain of Indian/Filipino decent. Most recently I worked as Operations Manager at Visit Bahrain, the leading destination management company in the kingdom with a steady client list from Russia, UK, India, Germany and France. Having joined the company at the start-up phase, I initially started as an Admin/HR executive and was the only employee for the first five months of operations learning every route, barrier and skill there is in regards to inbound tourism. Growing with the company, I was promoted to the role of Operations Manager in 2017 and directly managed a team of 10 employees and indirectly supported the tasks of over 30 employees.

Currently, I'm working at Redscarf as an Events Manager. One of my proudest events so far is the official Lamborghini Huracan Evo launch held on February 1st, 2019 at the Bahrain International Circuit. Although my position in Red Scarf is secure, I am always exploring my options of better opportunities. My duties as an Events Manager include organizing and planning events from A-Z, overseeing launches and activations and post-event requirements. I work hand in hand with suppliers and clients to ensure planning success. I also provide minor technical support within our organisation as well as team support and minor HR responsibilities.

My operations, people administration and customer management skills were honed from my first job at a call centre in Manila, Philippines. Initially starting as an agent, I was quickly promoted to the role of a supervisor at the age of 22. Subsequently, I also worked at Viacloud in Manama as an Operations Associate for over two years.

I have a Bachelor of Business Administration in Business Management from the University of the East in Manila, Philippines and hold a Level 3 Chartered Institute of Personnel and Development certification from the Bahrain Institute of Banking and Finance.