



# Mohammed Navas Padinjarethil

## Event Executive

Highly motivated Events Executive with three years of experience, responsible for the planning, development and direction of community services, special events, and recreation programming for all groups, ages and interest levels



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Karama, DUBAI, United Arab Emirates

## SKILLS

Event Production

Corporate Events

Event Management

Time Management

Vendor Management

Wedding Events

Venue Management

Quality Management

Event Operations

## LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

Urdu

Full Professional Proficiency

## INTERESTS

Travelling

Sports

Music

## WORK EXPERIENCE

### EVENT EXECUTIVE (PRODUCTION & OPERATIONS) ODYSSEY EVENTS & PRODUCTIONS

02/2017 – 02/2020

Bangalore, India

Odyssey is a Bangalore based production & Event company with technical expertise and rich experience close to 20 years in the industry

#### Achievements/Tasks

- Led site visits and pre-event meetings with clients to discuss the flow and overview of the event and identify any areas of concern
- Understanding the client requirements & Creating the production sheet and sending the cost
- Study the event venues in dimensions, for fitting the equipment's and sets for the event
- Arrange the vendors if somethings has to hired out for the event like furniture's prints etc
- Supervising workers throughout the production of ad campaign materials, selecting the style of event based on design, sketches, layout, method and other design factors
- Study the venue requirement of audio, visual, sets according to the size of venue and guests
- Actively manage business bookings, Social media, record denials, make network referrals
- Create new businesses targeting key prospects and maintain the business

## TECHNICAL SKILLS

Ms Office skills (Ms excel, Word, power point etc)

Event console handling & coordination (lights, Sound, led wall)

Experience in coordination of technical production for events, concerts, Live shows, Weddings etc

Creating production sheet & presentation according to the client requirements

## PERSONAL PROJECTS

In my experience of 3 years I have worked on numerous projects & maintain the company standard and business in to a higher level & my biggest project is handling a event for 25000 guest

## EDUCATION

### Study Program

#### THE OXFORD COLLEGE OF ENGINEERING

06/2013 – 06/2017

Bangalore, India

#### Courses

- Bachelors Degree

## ACHIEVEMENTS

Became an in-demand Event Executive at odyssey events & productions. Transformed client visions into crowd-pleasing events that were executed flawlessly, within budget and to rave customer reviews.

Helped increase profits by devising and recommending a variety of promotions and customer incentives which significantly increased patronage.