



**IZZAT ABDUL GHANI ALI AL HABSHI**

**Dubai (U.A.E)**

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**Yemen**

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**Languages**

Arabic (Mother Tongue)

English - First language (Speak – Read – Write)

Urdu/ Hindi (Speaking only)

**Objective**



Events & Entertainment Production and Logistics Management

Business Improvement, Innovation, Development

Establishing new relations/cooperation

Better business exposure on the market

**Education Qualifications**



1999 - 2001 Al Fajar Int. School – Abu Dhabi High School A & O level's (IGCSE)  
Profile Business/Math/Science



2001 ICDL



2009 – Present (Events & Entertainment; Logistics, Contracting, PRO, Project  
Management; Marketing, Promoting, Advertising, Production, Government  
paperwork and approvals )

**Skills**



Very good organizer with excellent communication skills;

Good management of teams, time, space, money;

Outstanding client approach & management of their requests;

Reliable Consultant, PRO & Media PR

Computing:

Spreadsheets - Excel

Communication - E-mail: Ms Outlook/Gmail

Word Processing - Word

Presentations - PowerPoint

Extensive experience with Internet Explorer

*(\*All the above are recognised as the Microsoft 2003/ 2007/ 2010/2019 version)*

**Proven Job Role:**

**2019 Dec 27<sup>th</sup> to Jan 3<sup>rd</sup> 2020 Project Manager New Year event 2020 by EMAAR**

- ✚ Creating production schedule with delivery timings, logistics and the Di-rig
- ✚ Managing and dealing with suppliers and contractors on site before and after event
- ✚ On Site Production and logistics and making sure all have permits and the venues knowledge for pre-set up

**2019 Dec 5<sup>th</sup> to Dec 10<sup>th</sup> Stage Assistant for the Gahwa Champions 2019 Abu Dhabi**

- ✚ Managing stage and making sure all check list is done before participants get on stage
- ✚ Making sure the stage is clear out and reset for the next participant and be on standby for any issue comes up
- ✚ Communicating with the director and show host for timing and the script

**2019 Mar 14<sup>th</sup> to Mar 20 Floor Manager Special Olympics Abu Dhabi Volleyball**

**2016 till present Senior Events Manager at Absolute entertainment (Dubai-Fujairah)**

- ✚ liaise with clients to find out their exact event requirements
- ✚ produce detailed proposals for events (timelines, venues, suppliers, legal obligations, staffing, and budgets)
- ✚ research venues, suppliers, and contractors, and then negotiate prices and hire;
- ✚ manage and coordinate suppliers and all event logistics (venue, catering, travel)
- ✚ liaise with sales and marketing teams to publicise and promote the event
- ✚ manage all pre-event planning, e.g. organising guest speakers and delegate packs;
- ✚ coordinate suppliers, handle client queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget
- ✚ manage a team of staff, giving full briefings
- ✚ organise facilities for car parking, traffic control, security, first aid, hospitality, and the media
- ✚ make sure that insurance, legal, health and safety obligations are followed
- ✚ oversee the dismantling and removal of the event and clear the venue efficiently
- ✚ produce post-event evaluation to inform future events
- ✚ research opportunities for new clients and events

**2013 Logistics Operations manager (ESI Expo Science international exhibition Abu Dhabi)**

- ✚ Preparing logistics for arrivals and coordinating with hotels and travelling agencies
- ✚ Coordinate with the company for the guest list
- ✚ Prepare transportation
- ✚ Solving problems with transportation and hotel
- ✚ Preparing for the gala dinner event
- ✚ Coordination and preparing PR
- ✚ Managing a team of 50 person
- ✚ Transporting 1400 persons from airport to hotels
- ✚ Coordinating with buses
- ✚ Time management and protocol

### **2013 Events Manager Production (Code Red Events Abu Dhabi)**

- ✚ Project Al Malaeb on Abu Dhabi Cornish the setup of the tent
- ✚ Managing and coordinating with the sub-contractor of the tent
- ✚ Managing and coordinating labours
- ✚ Preparing weekly reports of the tent
- ✚ Getting contractors for making walls and partitions
- ✚ Managing events and exhibitions getting inquires and following up with them not the national day and family day
- ✚ Preparing presentations
- ✚ Getting quotations making weekly report with updates and attending meetings
- ✚ Manage optimal presence and marketing material including booth set up
- ✚ branding marketing collateral, videos, advertising and PR deliverables of such events
- ✚ Ensure all events have measurable KPIs evaluate each event based on achieved targets and ensure future events are building on these.
- ✚ Build positive relations with all such key stakeholders to ensure smooth events operations

### **2013 Events Manager Logistics (freelancer Zoomline construction product lunch dubai )**

- ✚ Preparing logistics for arrivals and coordinating with hotels and travelling agencies
- ✚ Coordinate with the company for the guest list
- ✚ Prepare transportation
- ✚ Solving problems with transportation and hotel
- ✚ Preparing for the gala dinner event
- ✚ Coordination and preparing PR
- ✚ Managing a team of 10 person with the transport drivers
- ✚ Production of the event and coordination with carting

### **2011-2012 Events Manager (Arab Business Club Dubai)**

- ✚ Getting the venue for the monthly events
- ✚ Brainstorming about the theme of the event
- ✚ Prepare and send invitation for the members of the club and new guests
- ✚ Seeking new clients to attend the event
- ✚ Seeking speakers
- ✚ Preparing the venue layout and the scale of the event
- ✚ Receiving the guests VIP and VVIPs
- ✚ Getting feedback from the guest
- ✚ Preparing full report about the event
- ✚ Dealing with cash and budgets
- ✚ Coordinating with the sponsors of the club and the events sponsors
- ✚ Communicating with the press and media
- ✚ Manage all corporate events for projects under development be it high profile announcements, ground breaking, site tours, press conferences, media trips, or grand openings
- ✚ Research, audit and select the best partners-agencies and suppliers to work with for all events and assess the latest technologies to adopt

### **2008 – 2011 Events Manager (Creation Star & Merchant E Media Events)**

### **(WEDDINGS, PARTIES, SHOWS, OPENING CEREMONIES, EXHIBITIONS AND CONCERTS)**

### **(U.A.E. - Abu Dhabi, Dubai, Al Ain )**

- ✚ Meeting the client and understanding his needs and to make sure to get the idea and concept of the event.
- ✚ Arrange the venue and the best location
- ✚ Marketing plan tickets sponsors and printing
- ✚ Arranging artist with quotations and contracts
- ✚ Meeting clients and taking orders
- ✚ Attending exhibitions and introducing the company i am working in with our services

#### **2006 – 2008 Events Coordinator And Manager ( Xpressionz events Abu Dhabi )**

- ✚ Managing the team working
- ✚ Marketing plan for every event
- ✚ Keeping the costumer and client comfortable ( understanding and getting the view of the client )
- ✚ Make sure to get everything which is asked by the client
- ✚ Quotations and contract payment
- ✚ Keep in touch with the hole team and provide the best environment of an office
- ✚ Marketing the event or getting sponsors for the event by the marketing team with a deadline

#### **Real Estate Agent 2007 – 2008 (Emirates Int real estate Abu Dhabi) (part time)**

- ✚ Making agreements with the owner of the state which is a flat  
Building, store, shop, labour camp or a land
- ✚ Making contract between the clients and making sure the payments are made on time
- ✚ Quotations and contracts are made by the rules and regulations of the state law

#### **Marketing Executive 2006-2009 (Oasis Institute Abu Dhabi family business)**

- ✚ Preparing full marketing plan from advertisement to registering students.
- ✚ Promoting the institute in the government and private sectors
- ✚ Preparing contracts and special offers.

#### **PRO & Costumer Service (Public Relation Officer 2001-2010 Oasis Institute Abu Dhabi, Family business)**

- ✚ Knowing and understanding all the rules and regulations of the government And the labour rules
- ✚ Making sure of the labours are working legally with no issues submit and receive documents from all immigrations and labour office
- ✚ Checking mail and keep informed of all new rules from the government
- ✚ Arrange data about each and every personal in the company
- ✚ Receiving calls and sharing information with clients
- ✚ Explaining our services
- ✚ Taking inquires and making quotations
- ✚ Preparing all needed reports for incoming and outgoing inquires for throw out the day

#### **References**

Available upon request.