
SULTAN ESSA

Saudi Arabia , Somalin ♦ 0531095665 ♦ Sultaneasa4@gmail.com

PROFESSIONAL SUMMARY

Highly-motivated event and conference planning professional skilled in coordinating unique, personalised functions. Collaborates with clients and negotiates with suppliers to deliver on strict budgets and high expectations. Goes above and beyond to deliver professional, bespoke, smooth-running parties.

WORK HISTORY

Operations coordinator

Retail Office - Jeddah, Saudi Arabia

- Supervise operations on a daily basis
- Coordination between the different departments
- Make sure you meet your daily goals
- Arranged corporate events and conferences for attendees.

Event coordinator

Impossible Group EVENTS - Jeddah , Saudi Arabia

- Drafted guest lists and oversaw correspondence to solidify number of expected attendees.
- Worked with marketing teams to promote event coordination services and build solid pipeline of prospective clients.
- Worked with day-of event staff to minimise delays and disruptions using critical thinking skills to solve unexpected issues.

Traffic supervisor

Mouts - Saudi Arabia

- Investigated and resolved issues with transport services.
- Made time-sensitive decisions to keep transport services running on-time and meet objectives.
- Carried out day-to-day duties accurately and efficiently.

Event Organizer

Golden Event - Jeddah

- Worked with day-of event staff to minimise delays and disruptions using critical thinking skills to solve unexpected issues.
- Coordinated logistics for large- and small-scale events to facilitate seamless execution

Event organiser

Sela - Jeddah

- Facilitated smooth running of events, liaising with venue staff and suppliers to troubleshoot and coordinate operations.
- Delivering high-quality events, consistently exceeding client expectations.

SKILLS

- Microsoft Office
- Excel
- Outlook
- CRM
- Crisis management
- coordination
- Event debrief analysis

EDUCATION

High School Diploma

Zaid Bin Sahl Alansari - Jeddah, Mecca Region

LANGUAGES

English

Fluent

Arabic

Native
