

AALIA PHIRI

EVENT MANAGEMENT GRADUATE

CONNECT WITH ME!

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PROFILE

I am looking for an opportunity that can challenge me and aid me in my professional and personal growth.

I am a mature, hard-working individual who is open to new learning experiences. I possess good interpersonal skills and the ability to relate to a wide range of people and cultures. I am comfortable in changing environments and situations, ensuring my ability to remain flexible and adaptable at all times. I work well under pressure, pay attention to detail and am dedicated to get the job done.

SKILLS

- Time management
- Problem solving
- Emotional Intelligence
- Detail-orientated
- Creativity
- Flexibility
- Fluent in English and Shona
- Microsoft (Word, Excel, Powerpoint)

INTERESTS

- Learning Languages
- Photography
- Reading
- Dancing
- Travelling

NOTABLE

- Certified in First Aid (Level 1, 2018)
- Dubai Way Level 2 Champion (2018)
- International Computer Driving License - Base Level

WORK EXPERIENCE

EVENT ORGANISER - TEC EVENTS VOLUNTEER

Expo HSBC Bollywood Gala Dinner | November 2021

- Oversaw VIP guests arrival to the event hall.
- Coordinated with the team to ensure VIP guests had a quick and comfortable journey to the event venue.
- Ensured any queries they had were answered.

GUEST MANAGER - VOLUNTEER

Arab Fashion Week | October 2021

- Welcomed guests and managed their questions, requests and complaints.
- Reviewed guests tickets to ensure they were seated in the correct area.
- Ensured that shows began and ended on time.
- Secured seating for VIP guests.
- Assisted colleagues whenever they required help.

USHER

Fashion Forward Dubai | October 2019

- Helped set up the halls.
- Assisted VIP attendees in getting seated.
- Ensured that everyone got a seat if the hall was too full.

EVENT EXECUTIVE

Interact Events | August 2019

- Researched and contacted schools to participate in the Dove Self Esteem Project.
- Created presentations on the Dove Self Esteem Project based on the analytics and statistics from the pilot.
- Researched and contacted hotel venues for the Sports Industry Forum
- Point of contact for the AV company used for the Abu Dhabi Ladies Forum.

EVENT EXECUTIVE - INTERNSHIP

Interact Events | April 2019 - June 2019

- Helped in researching and contacting suppliers.
- Assisted in designing the venue for the Sports Industry Forum Abu Dhabi 2019.
- Roaming Mic at SIF Abu Dhabi 2019.
- Created presentation of analytics and stats to show to the Government of Education.

EVENT CREW - VOLUNTEER

Emirates Airlines Literature Festival, Dubai | March 2019

- Assisted in registering attendees, answering questions and giving directions.
- I was the 'Roaming Mic' during the Author Q&A sessions.
- Ensured crowd control whilst ushering attendees during the busy Author signings.

EVENT HOSTESS

Wedding, World Trade Centre, Dubai | Jan 2019

- Worked with the hospitality team at a wedding for 300 people.

REFERENCES

Available upon request

STAGE ASSISTANT

Formula 1 | Nov 2018

- Ensured the artists were aware of their schedules.
- Arranged transport for the artists to the correct oasis.
- Checked the green room had the necessary supplies required.

ROAMING MANAGER

Formula 1 | Nov 2018

- Managed the acts making sure they were on time.
- Made sure transport was ready to take them to their next acts.

SALES MANAGER

Mama's Fashion, Global Village, Dubai | 2015-2017

- Worked in a busy environment which enhanced my customer service skills and allowed me to meet a variety of people.
- Advised CEO on trends and products in the market
- Handled the payments

EDUCATION

LIVERPOOL JOHN MOORES UNIVERSITY, DUBAI

Bachelor's in Events Management

- Months Attended: February 2021 - July 2022
- Enhanced skills by learning Live Events, Event Impacts, Enterprise & Entrepreneurship, Media and Communication, Researching Methods, Personal Development, Strategic Management.

DUBAI COLLEGE OF TOURISM, DUBAI

Diploma in Events Management

- Months Attended: September - December 2019
- Enhanced skills by learning Event Project Management, Business Communication, Supervising and Leading A Team, Digital Marketing and Customer Relationship Management.

DUBAI COLLEGE OF TOURISM, DUBAI

Certificate in Events

- Years Attended: 2018 - 2019
- Enhanced skills by learning Event Planning, Event Operations, Business and Sales Strategies, Finance, Event Site Selection, Event Registration, Marketing, etc

JURASSIC INSITITUE OF MANAGEMENT & TECHNOLOGY, DUBAI

Auto CAD and 3D Max

- Years Attended: 2017

A LEVEL, DUBAI

Psychology

- Years Attended: 2015

THE WESTMINSTER SCHOOL, DUBAI

High school, IGCSE

- Years Attended: 2001-2013
- High school diploma