

Faisal Alshaikh

+966505902726 | faisal.hu.alshaikh@gmail.com | Riyadh, Saudi Arabia

Summary

Recent Event Management graduate with experience as a VIP usher and tour guide seeks a dynamic role in the events industry. Possesses exceptional organizational and interpersonal skills, a passion for creating unforgettable experiences, and a commitment to delivering outstanding service.

Education

Lincoln College International KSA | Riyadh, Riyadh Event management | 01/2023

Attending workshops, seminars, and training sessions in event management, to gain hands-on experience and stay up-to-date with industry trends and best practices.

Participating in and leading successful event planning projects as part of coursework, demonstrating excellent organizational and leadership skills.

Experience

ADD | Riyadh, Riyadh Event Organizer | 11/2022 - 02/2023 FEAST FESTIVAL KSA

- Greet and welcome VIP guests, and escort them to their designated seating area.
- Monitor and control access to VIP areas to ensure security and privacy.
- Respond to inquiries and resolve any issues that may arise during the event.
- Provide assistance and support to VIP guests, including directing them to various event facilities and answering any questions they may have.

TUWAIQ SCULPTURE

- Familiarize oneself with the history and significance of the sculptures on display at the event.
- Lead groups of visitors through the exhibit, providing informative and engaging commentary on each sculpture.
- Respond to questions from visitors about the sculptures and the artists who created them.
- Provide assistance to visitors with disabilities, helping them to see and understand the sculptures in the exhibit.

Fiverr | Riyadh Freelance | 11/2020 - 02/2022

- Diagnose and resolve any performance issues, such as slow boot times, system crashes, and freezes.
- Troubleshoot and resolve any network connectivity issues, including Wi-Fi, Ethernet, and VPN.
- Install, update, and manage all drivers for the computer's hardware components.
- Repair and restore any missing or corrupted system files and libraries.
- Perform routine maintenance and optimize the system for peak performance, including disk cleanup and defragmentation.

Skills

Software troubleshooting, Time management, Communication skills, Leadership, Customer service

Languages

English, Arabic