

NOOR ABDULAZIZ AL FANDI

(Event Operation and Planning (Event Management

OVERVIEW:

I aspire to the role of Chargé d’Affairs with the experience and ability to handle any situation in the organization. If I had the opportunity, I would like to expand my experience and skills.

PERSONAL DATA AND CONTACT INFORMATION:

Address: Saudi Arabia - Eastern Province
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EDUCATION:

- Diploma in Event Operation and Planning
Lincoln College, ksa des 2018-2020 ongoing
- Preliminary English Test Certificate (PET)
Lincoln College, ksa des 2018
- High school certificate
ksa 2017

SKILLS AND KNOWLEDGE:

- Date entry skills
- Email writing
- Good analytical skills
- Ability to motivate others
- IT skills (Microsoft Office)
- Problem-solving skill
- Working with a team
- Communicate with others
- Leadership skill

EXPERIENCE:

- Training for an event planner certificate (online)
Qiddiya, KSA Jul 2020

LANGUAGES

- Arabic (mother tongue)
- English Language

CERTIFICATIONS AND VOLUNTEERING:

- Online course (Event management)
11 May 2020 "Learning College *els*"
- Online course (A customer support specialist)
14 Jul 2020 "LinkedIn Learning"
- Course online (Quality and safety basics for recreational events)
17-5-2020 "Doroob"
- Event support staff volunteer
ksa Nov 2019