

Events Management



Sultan Alharthi

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🌐 Saudi

📅 13/09/1995

👤 Single

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PERSONAL SKILLS



Leadership	100%
Communication	90%
Self-motivation	100%
Decision Making	90%
Speed Typing	100%
Responsibility	90%
Brainstorm	90%
Attention to Details	100%
Teamwork	90%
Precision	100%
Flexibility	100%
Organized	90%

LANGUAGES



SUMMARY



Events Management graduate student with almost 2 years studying and 1 year field work inside the college and outside. Adept in handling the busy schedules and the coordination for events planning, while juggling other general office administration duties. Can execute appointment management, writing corporate emails, and bookkeeping while meeting deadlines.

WORK EXPERIENCE



Internship

Aug 2020 - Dec 2020

Tourism and Hospitality College

📍 Taif, Saudi Arabia

- Dean's Supervisor, Office Director
- Organize Office Papers, Printing, arranging files, advising, and managing staff.

Volunteers Experience

Jan 2019 - Feb 2019

Niagara College

📍 Jeddah, Saudi Arabia

- Golf World Cup

Organizing and managing crowds from 8am to 8pm for 2 weeks.

Volunteers Experience

Apr 2019 - Apr 2019

Niagara College

📍 Makkah, Saudi Arabia

- Offer Hospitality

Preparing and serving a lunch for Niagara College in Mecca and present it to 800 people.

EDUCATION



Diploma Events Management

Jan 2018 - Dec 2020

Taif College of Tourism and Hospitality

📍 Taif, Saudi Arabia

- GPA: 4.74 of 5.0 (Excellent)
- And a 2nd Honor degree

English

2013 - 2014

KAPLAN INTERNATIONAL

📍 NY, New York

1. Lower Intermediate
2. Intermediate
3. Higher Intermediate

English

Oct 2014 - Nov 2014

English Language School (ELS)

📍 NY, New York

- Level 106
- Intensive English for Academic Purposes Program.

English

2015 - 2016

A.C.E. Language institute

📍 Bozeman, Montana

- Placed in Level 4 of 5

COURSES



Computer Skills For Office Programs.

Jun 2021

Technical and Vocational Corporation

Arabic ★★★★★
English ★★★★★

MOST PROUD OF



Attendance Award

Got 1st attendance with 100%, not one day absent



Planning

Analyzing Issues, Decision Making, Project Management, Strategic Planning



Team Work

Collaboration, Delegation, Goal Setting, Group Leadership



Attendance Certificate

Ministry Of Tourism of Saudi Arabia, in Iridium Hotel



STEP EXAM

Taif, score: 86

HOBBIES



Travel



Basket Ball



Walking



Cooking



Taking Pictures

● Studied Word, PowerPoint, Access and Excel

● 15 Hours a day for 5 days.

Conference Event Organization

Sep 2022

Ministry of Tourism

● Training From 25-Sep-2022 To 29-Sep-2022.

Hotel Operation Management

Oct 2022

Ministry of Tourism

● From 29-Oct-2022 To 31-Oct-2022

Customer Service for Hospitality & Tourism

Oct 2022

Ministry of Tourism

● Training Certificate From 08-Oct-2022 To 10-Oct-2022

Basics of room service

Oct 2022

Ministry of Tourism

Training Certificate From 08-Oct-2022 To 10-Oct-2022

Tools and methods to enhance the knowledge of the Organizer and the Tour Guide

Oct 2022

Ministry of Tourism

● Training Certificate For 3 hours

Foundations of the Tourism experience industry

Oct 2022

Ministry of Tourism

● Training Certificate For 3 hours

Customer Service Techniques

Sep 2022

Ministry of Tourism

● Training Certificate From 25-Sep-2022 To 29-Sep-2022

Design Thinking

May 2021

Doroob

● Hours of Training: 3

Introduction to Graphic Design

Jan 2020

Doroob

● Hours of Training: 5

Professional Development in Telework

Apr 2020

Doroob

● Hours of Training: 4

Quality and Safety Basics for Recreational Events

Apr 2020

Doroob

● Hours of Training: 10

The Fundamentals of Event Management

Jan 2020

Doroob

● Hours of Training: 4

Labor Education according to Saudi Labor Law

Jun 2021

Doroob

● Hours of Training: 2

Time Management

Jun 2021

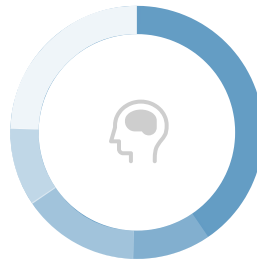
Doroob

● Hours of Training: 4

Doroob

Hours of Training: 2

MY TIME



- Working (40%)
- Family (10%)
- Co-ordination (15%)
- Entertainment (10%)
- Relaxing (25%)