

FAISAL AHMED SHARIEF

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Nationality: Indian

Date of Birth: 27-Feb-1989

Visa Status- Visit Visa



Core Competencies

- Experience in Business development, Administration, Advertising, Production and Client Service, backed by strong knowledge of fundamentals and flair to acquire new skills and contribute effectively to the organization.
- Persuasive and resourceful professional with excellent communication skills enabled by the ability to articulate clearly, express ideas well verbally and in writing
- Independent worker as well as good team player with willingness to cooperate and ability to sympathize with colleagues' problems
- Planned approach – identify options, prepare schedule and complete task within deadline
- Strong initiative skills, working both individually and as part of the team
- Excelling skills in teamwork, leadership and communication
- Aggressive strategist with proven ability to close the deals via strong and persuasive closing skills

CAREER SUMMARY

- **LXL IDEAS - MANAGER-Procurement & Events, Bangalore India (Jul 2019 – Mar 2021)**
- **AV CONCEPTS LLC - DUBAI (UAE) PROJECT MANAGER AND PRODUCTION INCHARGE (Jan 2018 – Jun 2019)**
- **10 years + experience in Operations & Production - DIMENSIONS, MUDRA MARKETING, CONCEPT GROUP ADVERTISING**

Role & Responsibilities

- Overseas Procurement & Production process, planning and arrange deliveries as per project schedule & the respective project sites.
- Estimating, negotiating and agreeing budgets and timescales with all the stakeholders.
- Liaise with School Relations team & ensure all the school cinema collaterals / books are getting printed on time & delivered to schools

- Liaise with Mentor team & ensure that the monthly Mentor magazines are printed with prior approval or signoff from the respective authorities & dispatched to the concerned every month.
- Liaise with IKFF / Krayons/ CSR team & ensure all the required collaterals / brochures / contents / creative are printed & delivered as per the approved standards.
- Assessing project and resource identification & raise requirements.
- Track the entire inventory through SCM software & ensure minimum inventory of books & event materials for exigencies.
- Ensure FIFO methods are followed in inventory management.
- Work on rate contract with large vendors
- Set the quality standards, create pan India network of vendors who can supply nationally
- Liaise with cross functional departments & ensure smooth flow of work & vendor payments.
- Quarterly Inventory management & control reports to be maintained.
- Experienced and expanded my skills by learning and leading a team
- Proven track records of delivering successful events.
- Experience of developing, executing and managing any scale of event
- Exceptional communication skills to liaise with clients, identify their needs, and ensure customer satisfaction
- Planned and organized production schedules to ensure projects are delivered efficiently
- Approve purchasing of equipment, workforce team, raw materials, ensure output meets quality standards
- Develop and outline project execution plans to exceed client expectations with the internal Productions team (fabricators, carpenters, printing department) in ensuring that all logistical needs for the event setup are understood and met.
- Conduct pre-and post-event evaluations and checks of events
- Research and identification of opportunities for the development of the business and ensure business growth with upselling
- Maximization of the profitability of individual events by creating and tracking budgets for each event and negotiating event discounts/advantages on behalf of the company with external vendors
- Representing dimensions at trade shows, wedding fairs and other relevant events for new client business development and maintain database of leads
- Timely administration of all events from enquiry stage through to final financial settlement and customer feedback – including production of invoices and processing of banking in accordance with company standards, procedures and policy
- Manage Health and Safety aspects of events, ensuring adherence to current Health and Safety legislation and best practice in accordance with the state Health and Safety Policy Statement
- Experienced in planning, managing and delivering public events including events to audiences of 2000+Godrej Properties Site launch (Bangalore, Delhi, Mumbai, Ahmedabad)
- 3 Idiots movie artist management and supplied manpower for over 500 packs of backstage junior artist for 40 days in Bangalore.
- Star India daily soap & realty show press launch (Pan India)
- Viacom18- Colors daily soap & realty show Press launch (Pan India)
- Series of Press Conference over the year for Fox Star Studios (Pan India for movie launch Audio Launch & movie promotion celebrity Visit)
- Franklin Templeton IFA Meet 2017
- Franklin Templeton Annual Sales Meet 2017
- Capital first Ace awards 2017

- Series of product launch & CP meet Over the year for Godrej Properties
- Series of product launch & CP meet Over the year for lodha group
- Series of Dr. Conference & product Awareness over the year for Novartis Pan India
- Series of Dr. Conference & product Awareness over the year for Alcon Pan India
- Edelweiss Emerging Idea Conference 2017
- Novartis 200 Sq. Meters Stall Glaukopedia 2017, Jaipur. 2017
- Abbott Partners meet Mumbai 2016
- Abbott nutrition India Sales Meet 2016 Mumbai

International Events

- Beauty world Dubai
- Apea Pavilion SIAL 2016, Paris, France
- Franklin Templeton IFA Meet Vietnam 2012
- Franklin Templeton IFA Meet Manali 2013
- Franklin Templeton IFA Meet Bali 2014

Television Events

- Edelweiss India Conference 2017 – CNBC
- NRI of the Year Awards
- Rising Star Audition Pan India 2017

Mass Events

- 11th Biennial International Conference and Exposition Jaipur 2015
- I can Do that Reality show – Set Construction & Shoot for 3 Month Show
- ITA Award Function – Set Construction
- Colors Kanada Award Function - Set Construction
- Dance Plus – Set construction
- India's Drama bass – Set Construction.
- Live Projects
- Social Involvement Project.
- “One Million tree plantations” with Eco watch an NGO in Bangalore.
- Marketing Project with Pantaloons (I) ltd.
- Observation of “Marketing Mix” and “Customer Loyalty Program”
- Case Study on Indian Television Industry
- “Developing Marketing Strategy” for a New Entrant in the Market.

Industrial Visits

- Parle Products Pvt. Ltd.
- Hindustan Coca-Cola Beverages Pvt. Ltd.
- Karnataka Soaps and Detergents Ltd.

STRENGTH

- Ability to work accurately and pay attention to details
- Fast learner with excellent problem solving skills
- Communication and Customer handling skills
- Flexible, determined, easily adapt with new environment in less period of time.
- Effective project planning
- Efficient project execution
- Managing and developing team members
- Ops commercial planning
- Project commercial planning
- Financial control and risk mitigation

Educational Qualification

- Bachelor of Commerce (B.COM)- Baldwin's Methodist College, Bangalore (2015-2018)
- Workshop, Seminars and Certification Course
- Leadership Skills – Center for Innovation and Leadership.
- Communication Skills – Center for Innovation and Leadership.
- Team Building – Center for Innovation and Leadership.

MISCELLANEOUS INFO

- IT Skills: MS Office (Word, Excel, PowerPoint, Outlook Express), MS Windows XP
- Interests: Photography, travelling, snooker
- Languages Known: English, Hindi, Urdu, Kannada

DECLARATION: I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Thanks and Regards,

FAISAL AHMED SHARIEF