



Saeed Al Namer

Conferences & Events Management



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SUMMARY

Satisfying my ambition & desire for a place that is interested in developing & producing in order to be a real & productive member of society

CAREER

2012-2021

United Arab Emirates

MANAGING AND ORGANIZING EVENTS

- Organizing VIP conferences
- Organizing the volunteers in the events & supervise them

2011-2012

**TAHSEEL -
HADF ALKALEEJ
DEBT CO.**

SENIOR DEBT COLLECTOR

- Collect credit card debts of Mashreq bank customers
- Provide solutions for the customers
- Follow-up with customers for payments

2008-2009

**EMIRATES
MARKETING
&
PROMOTION**

CUSTOMER SERVICES CUM DATA ENTRY

- Receiving calls & assist the customers
- Resolve complaints received
- Data Entry of the customers

2005-2008

**ALNAMER
INTERNATIONAL
EST**

HR ADMIN

- supervise employees work for evaluation
- Organizing employees tasks
- Follow-up with Employees regarding administrative decisions

2002-2005

**ALNAMER
INTERNATIONAL
EST**

PRO

- Responsible for coordinating & liaising between the company & government organisations / authorities & provide a key inter-face between the two.
- Provide quick, efficient and reliable services for all Government related jobs

EDUCATION

2002-2004

NEW HORIZON COMPUTER CENTER

Dubai, United
Arab Emirates

Diploma of Computer Network Engineering

2013

BRITISH COLLEG OF CAMBRIDGE

Ajman, United
Arab Emirates

Diploma of Business Administration

SKILLS

- Time Management
- Teamwork
- Communication Skills
- Leadership
- Management Skills
- Organizational Skills

ACHIEVEMENTS & AWARDS

- Sharjah Children's Reading Festival 2020 - 2012
- Sharjah International Book Fair 2020
- Arab Clubs Championship for Women 2020
- ARI Initiative 2017 | 2018
- Sharjah World Music Festival 2015 | 2016
- Sharjah Heritage Days Event 2013 | 2014 | 2015 | 2016
- Al-Khair Award for Voluntary Work 2015
- Clubs Race for Culture & Arts 2016
- Peace Festival Kid 2015
- National Day 43
- From small hearts to big hearts Event 2014
- Friends of Cancer Patients Association 2014
- Sharjah International Children's Film Festival 2014 | 2015 | 2016
- Gulf Traffic Week 2013
- 5th session of Sharjah Line Forum 2012