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 Dubaiand , Dubai , United Arab Emirates

WORK EXPERIENCE

Social Event Manager

Marriott AL Jaddaf - Dubai, UAE (2024 - Present)

2024 - Present

Luxury 5 Star Hotel with 301 Rooms & Suites and Apartments

Main Responsibilities/Tasks

- Play a vital role in planning, coordinating, and executing social events, ensuring seamless experiences for clients and guests.
- Responsible for managing all aspects of event planning from initial inquiry to final execution. This includes understanding client needs, creating tailored proposals, and ensuring all details align with the hotel's standards.
- Liaise with the client and vendors to make sure their arrangements for weddings, gatherings and other social functions are met and their expectations are exceeded.
- Participates in customer site inspections and assists with the sales process, as necessary.
- Identifies operational challenges associated with social events and determines how best to accommodate them with the rest of the property staff and customers to solve these challenges and/or develop alternative solutions.
- Monitoring the performance of a multi-skilled workforce and conceptualizing needs based on training programs for team members' career development.
- Conducting practical and theoretical training programs to enhance the skills and motivational levels of junior associates.

ORGANIZATIONS

Shemton Grand Hotel - Dubai, UAE (2022 - 2023)

Event Booking Center Manager - (EB C) Manager - 474 Rooms & 180 Serviced Apartments

W Abu Dhabi Yas Island Hotel - Abu Dhabi, UAE (2020 - 2022)

Event Booking Center - (EB C) Executive - 499 Rooms

JW Marriott Marquis - Dubai, UAE (2018 - 2020)

Sales Coordinator - Express Desk (Wedding and Social Events) - 1600 Rooms

JW Marriott Marquis - Dubai, UAE (2016 - 2018)

Team Leader - Restaurant Reservation for 14 Restaurants

JW Marriott Marquis - Dubai, UAE (10/2015- 10/2016)

Hostess & Cashier - La Farina Restaurant

CERTIFICATES

Certificate of Tourism Management 2022

eCornell University

Marriott Sales & Services Foundation (2018)

ESSM (Essential Skills for Managers and Supervisors)(2017)

Marriott International

Certificate of Food Safety (2016)

ACHIEVEMENTS

Top Performer in RDBC in Sales Team (2020 - 2021)

SKILLS

Event Management

Project Management

Sales Management

Contract Development

Microsoft Office /System s(Cpanel/ Oa sys/

Staff Manning /Payroll/ Civil Soft- SPWeb/

One source)

Talent Management

Leadership Skills

LANGUAGES

English

Full Professional Proficiency

Swahili

Full Professional Proficiency

INTERESTS

Reading

Travelling

Children Support
Programs & Charity

EDUCATION

Dubai Institute of Management (2022)