

OMAR KHALED

Event Operations & Logistics Manager

CONTACT

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EDUCATION

IBAS University - Online

2025

MBA - Project Management
(Ongoing)

AWARDS & CERTIFICATIONS

- Top-Rated Freelance Coordinator
- Operations Management Certificate
- Client Communication for Freelancers

SKILLS

- Client Communication & Sales
- Microsoft Office / Google Workspace
- Time & Team Management
- Problem-solving skills
- Organization and time management skills
- Bilingual: Arabic & English

PROFILE

Experienced Event & Logistics Coordinator with over 4 years in the events industry, specializing in planning, operations, and on-site execution. Proven ability to manage high-profile events, handle logistics, and collaborate with diverse teams under pressure. Also experienced in sales and location scouting. Currently pursuing an MBA in Project Management to strengthen strategic planning skills.

WORK EXPERIENCE

EVENT COORDINATOR MANAGER

Joy Awards

2024

- Managed end-to-end coordination for the prestigious Joy Awards.
- Oversaw logistics, VIP protocols, backstage operations, and production collaboration.
- Ensured seamless delivery of a high-profile entertainment event with national and international guests.

FLOOR MANAGER

MDLBEAST / Saudi Games

2023 - 2024

- Supervised live event zones and managed on-ground staff and crew coordination.
- Ensured real-time problem-solving, guest flow management, and operational readiness.
- Worked closely with production and security teams to deliver smooth, high-energy experiences across large-scale venues.

SALES EXECUTIVE

Food Catering Company

2022- 6 months

- Built and maintained relationships with corporate and private event clients.
- Managed coordination between kitchen, logistics teams, and clients to ensure successful catering delivery.
- Contributed to business growth through lead generation and follow-up.