

AHMAD HUSSAIN

Jeddah, Saudi Arabia

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Iqama: Valid & Transferable

Driving License: KSA (Valid)

PROFESSIONAL SUMMARY

Results-driven Event & Operations Coordinator with 7+ years of experience in event coordination, tourism projects, logistics, and operational management across fast-paced environments. Proven ability to support the planning and execution of events, manage end-to-end logistics, coordinate vendors and stakeholders, and ensure smooth operational delivery.

Experienced in handling guest flow, team coordination, inventory management, and on-ground execution while maintaining high standards of efficiency, safety, and service quality. Strong background in tourism operations, public transport management, warehouse coordination, and large-scale event support environments.

CORE SKILLS

- Event Planning & Coordination
- Event Execution & On-Site Management
- Site Operations Coordination
- Crowd Flow Management
- Venue Operations Support
- Event Logistics Coordination
- Team Leadership & Supervision
- Problem Solving in Live Events
- Communication & Presentation Skills

PROFESSIONAL EXPERIENCE

Event Operations & Warehouse Coordinator

Rouad Chai Trading Company, Saudi Arabia

January 2024 – Present

- Manage warehouse operations including inventory control, stock handling, and shipment coordination.
- Maintain accurate stock records and ensure proper storage and organization.
- Coordinate logistics with suppliers, transport teams, and internal departments.
- Support administrative operations including documentation, reporting, and accounts coordination.
- Assist in planning and executing internal events and coordination activities when required.
- Improve workflows and operational efficiency across warehouse and administrative functions.
- Supervise team members to ensure smooth and timely operations.

Station Manager (BRT Operations – Crowd Flow & Public Service Management)

LMKR (BRT Project)

March 2022 – November 2023

- Managed daily station operations ensuring smooth passenger flow and safety compliance.
- Supervised staff including customer service and security teams.
- Handled customer inquiries and resolved complaints effectively.

- Monitored ticketing systems and ensured operational accuracy.
- Conducted inspections of station facilities and maintained service standards.
- Managed crowd control during peak hours and special events.
- Prepared operational and incident reports.

Event & Operations Coordinator (Tourism Festivals & Government Events)

KP Culture & Tourism Authority

October 2019 – February 2022

- Coordinated end-to-end event operations, ensuring smooth planning, setup, execution, and post-event activities.
- Managed logistics including venue coordination, vendor communication, and resource allocation.
- Supported execution of corporate events, exhibitions, and large-scale public events.
- Collaborated with cross-functional teams to ensure alignment of event objectives and timelines.
- Monitored event schedules, handled on-site operations, and resolved issues in real-time.
- Coordinated with suppliers and service providers to ensure timely delivery of event requirements.
- Assisted in budget tracking, cost control, and vendor negotiations.
- Ensured high-quality guest experience through effective coordination and service delivery.
- Maintained event documentation, reports, and operational records.
- Implemented process improvements to enhance efficiency and event outcomes.

Assistant Event Coordinator (Large-Scale Tourism & Cultural Events)

Tourism Corporation KP

March 2016 – September 2019

- Supported the planning and execution of large-scale events including cultural festivals, concerts, and corporate functions.
- Assisted in sourcing talent, coordinating vendor partnerships, and supporting contract negotiations.
- Coordinated with marketing teams to support promotional activities and improve event attendance.
- Monitored event budgets, tracked expenses, and contributed to cost-control initiatives.
- Assisted in implementing operational plans to enhance event efficiency, guest experience, and overall engagement.
- Supported operational planning and revenue improvement.

Office & Events Assistant

Falcon Adventure Club

November 2013 – February 2016

- Assisted in organizing national-level events and tourism projects, ensuring smooth coordination and timely execution.
- Managed event schedules, vendor coordination, logistics planning, and compliance with tourism standards.
- Worked directly with the Secretary of Tourism on initiatives like the New Camping PODs project across KP's key tourism locations.
- Provided operational and event support for outdoor adventure, sports, and cultural entertainment programs.
- Coordinated guest services, logistics, and artist management for domestic tourism events.

EDUCATION

MBA – Master of Business Administration (2016 – 2017)
BBA – Bachelor of Business Administration (2009 – 2013)
DBA – Diploma in Business Administration (2007 – 2009)

CERTIFICATIONS

- Project Management Foundation
 - Hospitality Service Excellence
 - Advanced Excel for Event Planning & Budgeting
 - Developing Skills for Change Leaders
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TECHNICAL SKILLS

- Microsoft Office (Excel – Advanced, Word, PowerPoint)
 - Google Workspace (Docs, Sheets, Drive, Calendar)
 - Workday
 - Microsoft Outlook
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LANGUAGES

- Pashtu – Native
- Urdu – Fluent
- English – Fluent