

MUTAHHAR HUSSAIN UMAR

Event & Operation Manager - Large Scale Events – Vendor & Budget Management

Riyadh – KSA.

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Valid Driving License, Transferable Iqama, Immediately Available.



PROFESSIONAL SUMMARY

Results-driven Event & Operations Manager with 5+ years of experience delivering large-scale events, exhibitions, and high-impact campaigns across Saudi Arabia. Proven track record in managing end-to-end event execution, optimizing vendor costs, and leading cross-functional teams to deliver projects on time and within budget. Strong network with suppliers and government entities, enabling smooth approvals and seamless execution for mega events.

KEY SKILLS

- Event Planning & Execution (End-to-End)
- Vendor & Supplier Management
- Budgeting & Cost Optimization
- Stake holder & Client Management
- Exhibition & Conference Management
- AV & Technical Coordination
- Team Leadership & Operation Management
- Contract Negotiation
- Logistics & Resource Planning
- Marketing Campaign Coordination

PROFESSIONAL EXPERIENCE

Event & Operations Manager at INFOTECHS Events

Riyadh, KSA. (Feb.. 2023 – March 2026)

Role & Responsibilities Includes:

- Led the successful execution of multiple large-scale events (SAAM, SAT) from concept to delivery, ensuring high-quality outcomes within strict deadlines and budgets.
- Managed cross-functional teams and vendors, ensuring seamless coordination across all event components.
- Negotiated with suppliers and contractors, achieving cost efficiencies while maintaining service quality.
- Oversaw AV, staging, lighting, and multimedia integration, ensuring flawless technical execution.
- Directed event logistics, budgeting, and resource allocation to optimize operational efficiency and attendee experience.
- Acted as the primary point of contact for exhibitors and sponsors, ensuring strong relationships and repeat business.
- Led post-event analysis, identifying improvements and enhancing future event performance.
- Coordinated marketing efforts, including social media campaigns and promotional content, increasing event visibility and engagement.

Event Manager at VIP

Events Riyadh, KSA
(Feb. 2017 – Dec 2022)

Role & Responsibilities

Includes:

- Managed end-to-end event operations, serving as the main client contact for all service-related requirements.
- Developed and controlled event budgets, delivering cost-effective technical and operational solutions.
- Built and maintained relationships with vendors and stakeholders, ensuring smooth execution of all events.
- Negotiated supplier agreements and managed procurement processes to optimize costs and service delivery.
- Ensured compliance with organizational standards, timelines, and quality benchmarks.
- Prepared monthly and quarterly reports, supporting strategic planning and operational improvements.
- Trained and supervised teams to maintain high service standards.
- Managed logistics including transportation, fleet coordination, and on-site operations.
- Implemented safety, hygiene, and operational protocols across all event activities.

Key Projects & Events

- Riyadh Season Events
- Saudi Society of Dermatology Conference
- SAAM Conference & Exhibition
- SAT Conference & Exhibition
- KSA Horse Race
- Roshan Project (On site Branding)
- Binghatti Launch Campaign
- Huawei Employee Activates

- Al Bustan Compound Family Festival

- Independence Day Mega Event In Pakistan Embassy

Education

Bachelors: Bachelors in Science

University Of Lahore - Punjab, Pakistan (Sept,2012-Sept2017)

Additional Information

- Strong Network of Vendors with Good Negotiation power
- Expertise in Handling high-profile clients and Mega Events
- Available for immediate joining