

INSHA

MOHAMMED FATEH

Objective

Results-driven **Event Professional** with experience managing corporate events, exhibitions, conferences, and large-scale public events. Skilled in event planning, operations, logistics coordination, vendor management, and client services. Proven ability to manage events from concept to completion while maintaining quality, budget control, and guest satisfaction. Experienced in supporting entertainment and exhibition events in collaboration with organizations like **General Entertainment Authority** and seasonal festivals such as **Riyadh Season**.

Education

Bachelor In Commerce –
Mumbai University

Contact

Mobile:
+966 59 044 1294
Email:
Inshu260@icloud.com

PROFESSIONAL EVENT EXPERIENCE

Event Professional 5+ Years Experience

Experienced in high-profile national and international events across Saudi Arabia. Skilled in VIP hospitality, guest relations, team leadership, ushering, supervision and on-ground operations. Known for professionalism, confidence, and delivering smooth event execution.

Companies I Have Worked With

- **THA (The Hospitality Agency)**
- **Event Lab**
- **Shine**
- **TEC (The Event Company)**
- **Motus**
- **MISK Foundation**
- **THN (The Hospitality Network)**
- **Event Cycle**
- **Bloom**
- **Six Flags / Qiddiya Events**
- **Ozone Events & Entertainment**
- **Archi**

Major Events & Projects

- **Saudi Games**
- **World Economic Forum (WEF)**
- **WCG (World Combat Games)**
- **UNESCO Conferences & Cultural Events**
- **Noor Riyadh**
- **Future Investment Initiative (FII)**
- **Horse Cup 2024**
- **Royal Family Private Events & VIP Gatherings**
- **Qiddiya Six Flags – Pre-opening Operations**
- **Al Rouh Experience – Hostess (Premium Guest Hospitality)**
- **Liyali Diriyah**
- **Archi**



INSHA

MOHAMMED FATEH

EXPERIENCE


SAUDI GAMES - Event Supervisor

- Supervised airport reception teams responsible for welcoming athletes, coaches, and officials arriving for Saudi Games.
- Coordinated arrivals at King Khalid International Airport including greeting, accreditation checks, and information support.
- Managed athlete transportation logistics from airport to hotels and competition venues.
- Coordinated with transport teams, logistics staff, and event operations departments.
- Ensured smooth and professional hospitality experience for national and international teams.

WORLD ECONOMIC FORUM (WEF) – Co-Ordinator

- Coordinated delegate arrivals at King Khalid International Airport for participants attending the World Economic Forum Special Meeting on Global Collaboration, Growth and Energy for Development.
- Managed reception teams responsible for greeting international delegates, VIP guests, and officials.
- Organized transportation logistics from airport to hotels and event venues.
- Provided information and assistance to international delegates and government representatives.
- Coordinated with event operations, logistics teams, and transport departments.

WCG (World Combat Games) – Team Leader

- Led venue operations teams during competitions at the World Combat Games in Riyadh.
 - Supervised event staff and volunteers responsible for venue logistics and spectator services.
 - Coordinated venue setup including competition areas, seating, signage, and athlete preparation zones.
 - Managed athlete movement, warm-up areas, and competition scheduling.
 - Ensured smooth coordination between operations, security, and technical teams.
 - Assisted in maintaining safety standards and operational efficiency during competition.
- 



INSHA

MOHAMMED FATEH

EXPERIENCE

MISK EVENT – Human Resource

- Supported HR operations for events organized by Misk Foundation.
- Assisted in recruitment and coordination of event staff and volunteers.
- Managed staff accreditation, registration, and ID distribution.
- Coordinated staff scheduling and shift assignments during events.
- Provided HR support and assistance to staff working at events such as Misk Global Forum.


UNESCO Conference & Cultural Events – Event Supervisor

- Supervised teams and volunteers during UNESCO conferences and cultural events in Riyadh.
- Coordinated venue operations including seating arrangements, exhibition setups, and technical requirements.
- Managed guest reception, VIP protocol, and accreditation for delegates from multiple countries.
- Maintained high standards of professionalism for international delegates and government officials.

Noor Riyadh – Team Leader

- Managed crowd movement and ensured compliance with safety regulations.
- Assigned tasks and monitored performance of staff and volunteers during festival operations.
- Collaborated with operations, security, and logistics teams to ensure smooth event execution.
- Provided VIP and guest support during special visits and openings.

Future Investment Initiative (FII) – Event Co-Ordinator

- VIP and corporate delegate management
 - Coordination of large-scale international conferences
 - Strong leadership and team supervision
 - Effective problem-solving in live event environments
- 



INSHA

MOHAMMED FATEH

EXPERIENCE

Horse Cup 2024 – Venue Supervisor

- Managed teams of staff and volunteers responsible for setup, event operations, and guest assistance.
- Coordinated athlete arrivals, competition schedules, and event logistics.
- Ensured spectator safety, proper crowd management, and smooth flow of activities.
- Worked closely with technical and operations teams to maintain high standards during the event.
- Provided on-site support to VIP guests, officials, and participants.


Royal Family Private Events & VIP Gatherings – Co-Ordinator

- Oversaw event logistics, venue setup, and VIP guest arrangements.
- Maintained strict confidentiality and adhered to protocol for all attendees.
- Coordinated with security, operations, and hospitality teams to ensure seamless event flow.

Qiddiya Six Flags – Pre-opening Operations

- Assisted in the pre-opening planning and operations for Qiddiya Six Flags.
- Coordinated multidisciplinary teams including operations staff, contractors, and support personnel.
- Implemented operational workflows to ensure smooth guest experience at launch.
- Conducted staff onboarding and training for pre-opening operations.
- Worked closely with management and project teams to ensure compliance with safety and operational standards.

Al Rouh Experience – Hostess (Premium Guest Hospitality)

- Welcomed and assisted VIP and premium guests during Al Rouh Experience events.
 - Provided information, guidance, and support to ensure exceptional guest experience.
 - Assisted in maintaining professional standards and high-quality service for all attendees.
 - Collaborated with event management teams to address guest requests and requirements.
- 



INSHA

MOHAMMED FATEH

EXPERIENCE

Liyali Diriyah – Usher

- Assisted guests and visitors during Liyali Diriyah.
- Supported event staff and volunteers with on-site operations.
- Monitored visitor areas to maintain safety and order.
- Provided information and assistance to VIPs and general attendees.
- Ensured adherence to event protocols and standards.

Archi – Sales, Cashier & Supervisor

- Managed sales and cashier operations, ensuring accurate transactions and record-keeping.
- Supervised retail staff, assigned tasks, and monitored performance.
- Assisted customers, resolved complaints, and provided guidance on products and services.
- Maintained inventory and coordinated with suppliers for stock replenishment.
- Ensured compliance with store policies and operational procedures.
- Delivered high-quality customer service while achieving sales targets.

"I certify that the information provided in this resume is true and accurate to the best of my knowledge."

