

ABOUT ME

Successfully manage and coordinate events projects from concept through completion. Work closely with clients to create vision, conceive designs, and consistently meet deadlines and requirements. Effectively build, motivate, and direct design and production teams. Coordinate freelance designers, consultants and vendors to meet all project requirements.

EDUCATION

INTERIOR & GRAPHIC DESIGNER

Lebanese International University / Beirut / 2012

SKILLS

PHOTOSHOP

ILLUSTRATOR

INDESIGN

POWERPOINT

MS WORD

3DS MAX & AUTOCAD & VRAY

ADOBE ACROBAT PRO

MICROSOFT OFFICE

LINKS

LinkedIn:
[linkedin.com/in/raed-ahmad](https://www.linkedin.com/in/raed-ahmad)

Personal Website:
<https://www.raedahmad.com/>

LANGUAGES

ARABIC

ENGLISH

FRENCH

HOBBIES

SWIMMING,CYCLING,PHOTOGRAPHY,FOOTBALL

COURSE

GRAPHIC DESIGN MTC

JUN 2010 - NOV 2011

PERSONAL DETAILS

Date of birth
29 Mar 1991

Nationality
Lebanese

Visa status
Working Visa

Marital status
Married


SKILLS

Organization
Communication
Negotiation
Creativity
Attention to Detail
Problem-Solving
Time Management
Budget Management
Vendor Management
Team Leadership

RAED AHMAD

EVENT PLANNER

 Doha, Qatar, Doha, Qatar

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WORK EXPERIENCE

QAFCO-CONTRACT
Doha
Oct 2023 - Present

Events Coordinator

Event planning, from conceptualization to execution.

- Create and manage budgets.
- Choose appropriate venues.
- Hire and manage various vendors.
- Oversee logistical details, including scheduling, transportation, equipment, and setups.
- Organized Gala dinners and development and learning events.
- Coordinated Continuous Service Award event.
- Managed IFA 2023 event for QAFCO.
- Arranged Town Hall meetings.
- Organized RBZ safety event.
- Planned Cricket and football tournaments.
- Conducted team engagement events.

OMSIATEE
Doha
Jan 2022 - Sep 2023

Events Manager

- Planned social and corporate events, including meetings, corporate retreats, company outings, weddings and engagements.
- Managed all areas of events, from pre-planning, through the event day, and post-event activities.
- Supervised team of event planners and assistants, while hiring support staff, caterers, and other contract workers as necessary.
- Determined appropriate levels of staffing and budget to stay within given monetary parameters.
- Organized logistics of event preparation, including location scouting, stage design, venue decor, and program implementation.
- Communicating with vendors in China and Turkey for purchasing accessories of events if they are not locally available.

CLOVER EVENTS
Doha
Jun 2020 - Jan 2022

Interior Designer

- Works with clients to determine initial goals and requirements for the space to be designed and make a mood board for them.
- Collaborates with architects, engineers, painters, and builders to further understand how interior space should function, appear, and be furnished.
- Analyzes movement and use patterns of the space.
- Prepares sketches or other visual aids to demonstrate preliminary designs to clients.
- Consults with clients to select materials, furnishings, and décor.

CHOICES EVENTS
Doha
Jul 2019 - Jun 2020

Event Planner

- Listening attentively to customer requests and keeping records of these requests.
- Managing and budgeting customer finances.
- Selecting an appropriate venue suitable for the type of event.
- Having good knowledge of geographic locations and their main attractions.
- Organizing audiovisual equipment in advance.
- Coordinating hotels, installation and F&B.
- Attending and monitoring activities to ensure client satisfaction.
- Reviewing bills and approving payments.

GRAFICO DESIGN & PRINT OFFICE
Lebanon
Jan 2017 - Jan 2021

Founder Of Grafico

- Managed to find suppliers and track the consumables.
- Hire Operators for the laser and CNC machines.
- Try to target the Big companies to take professional contract.
- Quality control and Timelines tracking.
- Responsible for more than one campaign and exhibition outfitting.
- Worked with Media and Television Studios and interiors.
- Launching and Rebranding for more than 20 businesses.

MALIKS
Lebanon
Jan 2016 - Jan 2017

Supervisor

- Manage inventory and payment to suppliers in addition to managing payroll and other administrative tasks.
- Train employees at the work site and successfully achieve certification for the company.
- Manage inventory and work orders, train new employees.
- Manage and supervise Computer and sales operators.
- Communicate corporate safety policies.
- Improve procedures and training which result in significant improvements in product quality, and on-time deliveries.
- Guarantee to achieve the targets.
- Designate the right mission for the right employee.
- Track the cashier closing (Different currency | Visa | cheque)

MALIKS
Lebanon
Jan 2009 - Jan 2016

Senior Graphic designer

- Work on a wide range of projects and media, using various computer software to visualize and develop innovative graphic designs that meet business goals.
- Obtain input from management, ensuring designs meet organizational standards and brand expectations, express ideas accurately, and represent the company or client appropriately.
- Work independently and cooperatively on multiple projects with marketing team, meeting deadlines and budget constraints, and scheduling project implementation based on workload, which may include five or more simultaneous projects