

Noor Luay Alqaisy

D.O.B: 9/1/1991

Gender: Female

Nationality: Iraqi

Visa Status: Visit Visa

License: Valid UAE driving license

Languages: Arabic and English

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Objective

To obtain a position which will offer a variety of challenges and responsibilities where my abilities and skills can be fully utilized

Experience

2017-2019

KG Events & Production FZ LLC

Dubai, UAE

Accounts Manager / Event Manager

- Supervises the work of employees in supporting roles, including assigning workload, and monitoring employees performances.
- Ensure transactions are properly recorded and entered into the computerized accounting system.
- Prepare income statements, balance sheets, assist with the annual audit, maintain financial files and records and ensure the safeguarding of all company funds.
- Issue, code and authorize purchase orders.
- Reconcile the accounts payable, receivable, and weekly deposits.
- Manage all payments.
- Managing the day-to-day activities of everything related to office.
- Handover payments to employees.
- Administer contracts.
- Organize travel arrangements.
- Communicate with the clients about all aspects of work
- Attend Events and manage them from A-Z

2016-2017

Plan B Advertising LLC

Dubai, UAE

Event coordinator/site supervisor

- Coordinate events from concept to dismantle.
- Meet with clients to work out event details.
- Setting and reviewing budgets and managing cost.
- Hire freelancers such as, A/V team, equipment, celebrities or speakers, promoters, etc...
- Coordinate between client and the design team to deliver best layout and design for the event.
- Present ideas and find solutions according to the client needs
- Supervise on site while building up and making sure everything is correct according to plan.
- Supervise the staff when the event starts and making sure the event is going smoothly.

2012-2015

Vibes Events

Abu Dhabi & Dubai, UAE

Worked through vibes events with different clients and companies in different positions and events like:

- Yas marina circuit different events; most importantly formula 1 as customer service and ticketing
- Different exhibitions in ADNEC and DWTC like: ADIHEX, WFES, IDEX, ADIPEC, Najah, ATM, big5, Book fair as registration, info points, accreditation and organizers assistant.
- Concerts and different shows in box office
- Worked through vibes with flash, reed, info salon and other event organization companies
- Science festival, summer festival
- Worked in accreditation of different events and festivals
- Worked as administrator for the organizers company
- Worked in DMG events office as sales lead support for ADIPEC

2013

Rayan Decor

Abu Dhabi, UAE

- Internship as interior designer
- Worked on:
 1. Space planning
 2. AutoCAD
 3. Administration work

4. Designing/ 3d renderings

5. Developing budgets and schedules for the project given the requirements of the project agreements and client requirements

Education

2015

Newyork Institute of Technology

Abu Dhabi, UAE

- Bachelors in Interior Design

2008

Al Dhafra private school

Abu Dhabi, UAE

- American Highschool

Skills

Computer programs:

Excellent in,

- Word
- Excel
- PowerPoint
- Revit Architecture
- AutoCAD
- Photoshop
- InDesign
- 3D MAX