

NUR UMAIRAH BTE AZIZ

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Career Objectives

I am looking to secure a responsible career opportunity to fully utilize my skills, and also contributing my part to the success of the company.

Education and Training

Republic Polytechnic Diploma in Integrated Event Management	April 2014 to March 2017
Yuhua Secondary School GCE 'O' Level	January 2010 to October 2013

Work Experience

Surbana Jurong (SMM Pte Ltd)

Event Executive (Managing Agent appointed by NParks for Jurong Lake Gardens)

May 2019 to Current

In charge of coordinating external and internal event spaces as well as daily operations on the ground. I have worked closely with NParks for events such as the Mid-Autumn Festival and Farmer's Market.

- Responsible to formulate and carry out marketing strategies to promote and maximise usage of event spaces
- Management of events spaces as well as to conduct site tours and provide guidance on proper usage of event spaces and terms & conditions for the use of space
- The main point of contact from event planning to handover stage
- Conduct proper handover and takeover to ensure event facilities are in good state
- Prepare monthly reports by collecting, analysing data and trends
- Advise applicants on the suitability of event spaces by following the applicants' requirements
- Liaise with applicants on approved applications for the payment and collection of fees
- Manage commercial inquiry email account and answer to all queries of event spaces and public feedbacks
- Point of contact for all events/ activities

Singapore Sports Hub (Global Spectrum PICO)**Staffing Executive**

March 2017 to May 2019

In charge of the Staffing Team with a headcount of 150 manpower at an average for an event. Coordinate and manage upcoming events across all venues. Such event involved Coldplay Concert 2017, Rugby 7's 2017 and WTA Finals 2017, etc. Handled tasks such as:

- Manage manpower welfare
- Assist with on-ground operations during events days
- Liaise with Event Managers with regards to manpower requirements
- Liaise with various vendors to coordinate according to requirements
- Plan and arrange post-event administrative duties; such as event costings and invoice validation
- Prepare and manage vendor billings
- Train and supervise event and day to day frontline staff as required
- Support the development of staffing operations plans
- Liaise with external service provider to conduct courses for staffs
- Vendor quotation sourcing and manage the execution of equipment purchase

Proficiencies and Skills**Languages**

- English [written and spoken]
- Malay [written and spoken]

Computer and Software

- Microsoft Office [Word, Excel, and PowerPoint]

Workshops Attended

- Occupational First Aid Course & AED
- WSQ Manage a Diverse Service Environment powered by John Maxwell – L3
- WSQ Build Team Relationships powered by John Maxwell – L3
- WSQ Recognize Terrorist Threats
- Microsoft Excel Course (Intermediate)
- WSQ Handle Security Incidents and Services