



# MOHAMED AMRIN BIN ABDUL MANSOR

## GRAPHIC & 3D DESIGN | EVENT | PRINT

With over 5 years of experience in the creative and operational sectors, I have evolved from a graphic designer into a full-stack Event & Operations Executive. My background in design gives me a unique eye for detail, while my operational experience ensures projects are delivered on time and within budget. I bridge the gap between creative vision and logistical execution.

## WORK EXPERIENCE

### Event Operation Executive

KK Creative Event

Mar 2025 – Present

Led the end-to-end management of corporate and social events, serving as the main bridge between clients, creative teams, and ground operations. Sourced and negotiated with vendors to secure cost-effective production materials without compromising on quality or brand standards. Leveraged design background to oversee the visual quality of event setups, ensuring all printed materials met strict brand guidelines. Managed event budgets and tracked expenses to ensure projects stayed within allocated resources. Coordinated cross-functional teams including designers, AV technicians, and venue staff for seamless event delivery. Developed post-event reports analyzing attendee feedback and ROI metrics for stakeholder presentations.

### Event Coordinator

YHP Event

Nov 2024 – Feb 2025

Coordinated fast-paced logistical requirements for high-volume events, ensuring timely setup and teardown of equipment. Assisted in managing supplier schedules and inventory tracking to prevent shortages during peak event days. Acted as the immediate on-ground support for operations, ensuring health and safety protocols were followed during load-ins. Created detailed run-sheets and timelines for event execution, minimizing delays and miscommunication. Liaised with venue managers to coordinate access, parking, and technical requirements. Supported client communication by providing real-time updates on event progress and addressing last-minute changes.

### Print & Event Operation

303 Events

July 2022 – Oct 2024

Coordinated the planning, production, and execution of printing and event projects. Acted as the primary client contact, ensuring requirements and deadlines were met. Conducted on-site supervision during events to ensure flawless execution. Negotiated with suppliers to secure cost-effective pricing for event and printing needs. Supported the design team with creative input for event concepts and marketing campaigns. Managed print production workflows from file preparation to final delivery and quality control. Built and maintained strong relationships with printing vendors, securing preferred rates and priority turnaround. Oversaw branding consistency across all printed collateral including banners, signage, and promotional materials.

### Graphic Designer cum Sales

HS Printing Solution

Dec 2019- Aug 2022

Managed client requests from design to final production, ensuring timely delivery of projects. Handled sales of corporate gifts and advertising products, building long-term client relationships. Coordinated with the printing team to ensure accurate color matching and high-quality output. Conducted pre-print checks (proofing, layout corrections) to avoid production errors. Generated sales leads through cold calling, networking events, and referral programs. Prepared quotations and proposals for prospective clients, closing deals worth significant revenue. Trained junior designers on production-ready file preparation and print specifications. Maintained client database and followed up on repeat orders to maximize customer retention.

## SKILLS

Office Software - Microsoft Word, Excel, PowerPoint, Teams & Outlook

Design Software - Sketchup, Vray, Enscape Adobe Creative Suites (AI & PSD), Corel Draw & Canva

AI Tools - ChatGPT, Claude, Gemini, Anti-Gravity

Technical Tools - Shopify, Woocommerce, Programming Language (JS, HTML, CSS), Database Management

Professional - Project Management, Client Communication, Negotiation, Team Collaboration, Proposal

## EDUCATION

**Malaysian Vocational Diploma - Information Technology Network System Administration**

Kolej Vokasional Lahad Datu

2016 - 2019

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2016 - 2019

## NOTICED PERIOD

1 MONTH

## CONTACT

**Malaysian Vocational Diploma**

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