






ABDUL MOIZ

PROFESSIONAL SUMMARY

Previous experience in agricultural and animal related events.

- Strong time management skills with the ability to multitask and prioritize tasks effectively
- Experience in fundraising or sales is a plus
- Excellent communication and interpersonal skills
- Highly organized with strong attention to detail
- Ability to work well under pressure and meet tight deadlines

CONTACT

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-  +447340070318
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SKILLS

- Problem-solving
- Communication skills
- Team building
- Strategic Planning
- Leadership
- Resourcefulness
- Public Relations
- Social media marketing
- Knowledge of MS Office
- Marketing
- Customer Service
- Cash handling

WORK HISTORY

Events Assistant

01/2020 - 11/2023

Howdy - Lahore, Punjab

We are seeking a highly organized and detail-oriented Event Assistant to join our team. As an Event Assistant, you will play a crucial role in assisting with the planning and execution of various events. This is an exciting opportunity for someone with a passion for hospitality and event management.

- Set up equipment in pre-determined layouts and locations to meet event needs.
- Prepared premises and supplies for arriving guests.
- Communicated with patrons to assist with enquiries, special requests or complaints.
- Worked with event staff to coordinate day-of workflow and meet high-volume task loads with minimal challenges.
- Maintained safe and orderly event operations, proactively addressing crowd control issues or problematic behaviour.
- Coordinated event flow, working with teams to solidify day-of logistics.

EDUCATION

GCSEs: Pre-Medical, 03/2019 - 08/2021

Punjab College of Science - Faisalabad

Bachelor of Arts: Business Management, 03/2024 - Current

University of Bolton - Manchester

AFFILIATIONS

- Research
- Reading
- Writing