



Helmi Dhiflaoui

Events Designer & Graphic Designer

Summary

As an Event Manager, my objective is to conceptualize and facilitate events in ways so unique but still affordable for my clients. Having been an Event specialist for over four years, I have gained sufficient expertise in managing events of different occasions ranging from weddings, graduations, birthdays, to seminars and conferences. Throughout my experience, I have established the basic systems and procedures necessary to make the business flow smoothly. My strong foundation in using digital and graphical presentations as well as my strong communication skills is sure way to gain a wide group of clients both local and international.



West Bay
Doha, Qatar



+974 6000 7046



helmidhiflawi@gmail.com

***Vista status:** Work permit with valid QID

Experience

Jan 2018 – Oct 2019

Full Time Event Designer at KMZ Events

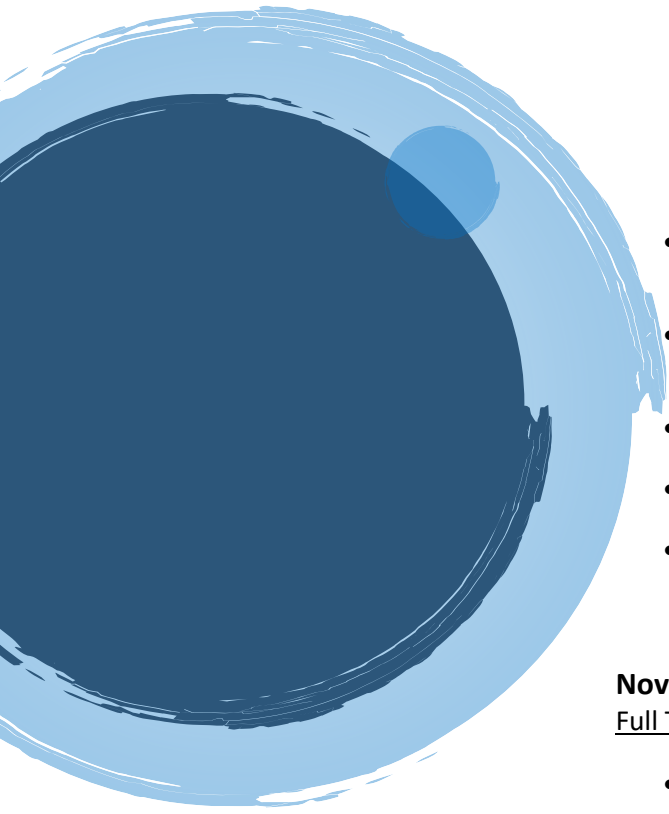
- Perform research to understand different requirements and details of the event
- Plan and organize events in accordance with financial and time restraints
- Plan, schedule and organize time slots as well as the venues
- Meet with clients and coordinate with them regularly
- Look for and compare different vendors and negotiate
- Supervise event preparation activities
- Analyze and evaluate event's results and prepare report.

Aug 2018 – Jan 2020

Freelance Graphic Designer at Comguru

- Create and design various materials for print and digital collaterals including brochures, logos, signs, advertisements, and other communication materials.





- Establish creative direction for the company as well as brand guidelines
- Prioritize and manage multiple projects within design specifications and budget restrictions
- Perform retouching and manipulation of images
- Ensure projects are completed with high quality and on schedule
- Work with a wide range of media and use graphic design software including Photoshop and Illustrator.

Nov 2019 – Jan 2021

Full Time Event coordinator at 3H Events

- Meeting with clients to discuss the event and what they're looking for
- Creating an event proposal that fits the client's requirement
- Booking catering services, venue, and decor
- Scheduling employees for the event and working with catering, venue staff, a DJ, Sound and visual.
- Ongoing communication with the client to keep them up to date.
- Adjusting event accordingly based on client concerns and feedback
- Networking and creating future sales opportunities at the event
- Day-to-day administrative work such as issuing invoices and collecting payments
- Coordinating multiple events at once

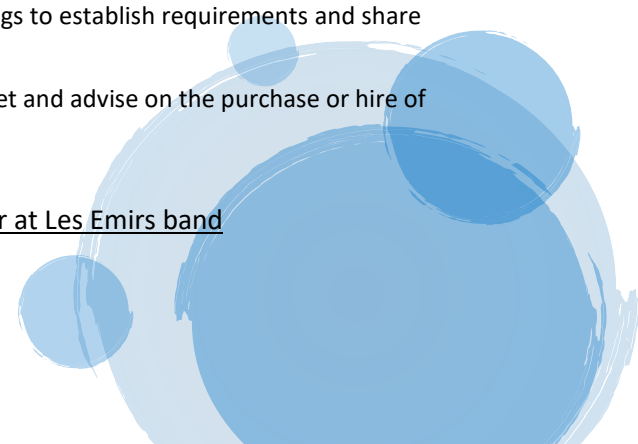
Mar 2020 – Feb 2022

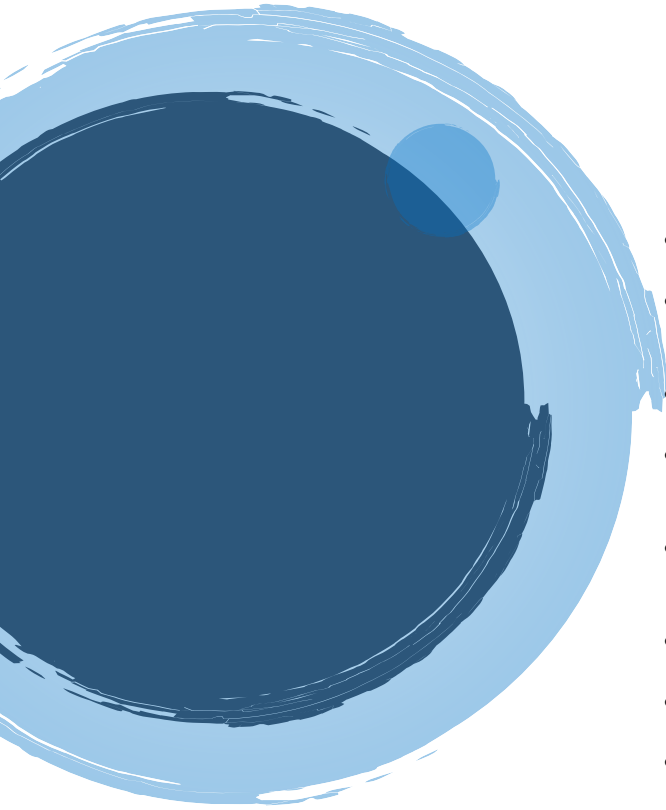
Freelancer Light and Sound Consultant at Kantaoui Sounding & Lighting

- Visit Location for technical consultancy (lighting and sounding needs)
- Attend production meetings to establish requirements and share ideas
- Manage the lighting budget and advise on the purchase or hire of suitable equipment.

Apr 2020 – Feb 2022

Freelancer Community Manager at Les Emirs band



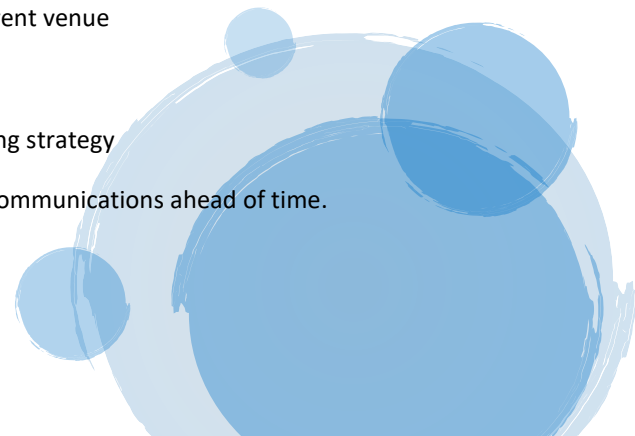


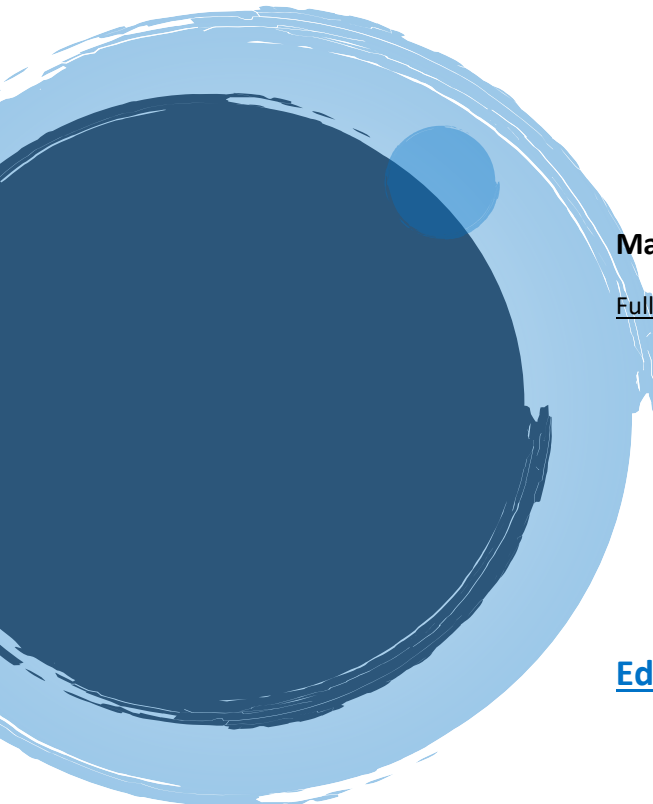
- Running company social media advertising campaigns.
- Formulating high-quality novel written and visual content for each social media campaign.
- Running company social media advertising campaigns.
- Formulating high-quality novel written and visual content for each social media campaign.
- Building a social media presence by maintaining a solid online presence.
- Monitoring the company's brand on social media.
- Building brand awareness by engaging relevant influencers.
- Managing our online communities to ensure respectful and appropriate engagement.
- Responding to comments on each of our accounts.
- Overseeing customer service provided via social media.
- Analyzing data to determine whether social media campaigns have achieved their objectives.

Mar 2021 – Feb 2022

Full Time Event Manger at Next Events

- Ensuring that all aspects of event planning have strategic value in reaching the event's goal.
- Making sure an event is on track to reach its objectives by monitoring results as they come in.
- Measuring whether an event was successful by reviewing results post-event.
- Define a clear event goal
- Figure out your event budget (and find event sponsors if needed)
- Set a date, and book an event venue
- Design an event brand
- Develop an event marketing strategy
- Pre-schedule your event communications ahead of time.





Mar 2021 – Feb 2022

Full Time Event Manger at Next Events

- Ensuring that all aspects of event planning have strategic value in reaching the event's goal.
- Making sure an event is on track to reach its objectives by monitoring results as they come in.
- Measuring whether an event was successful by reviewing results post-event.

Education

- **Bachelor of Electro – Technic:** Technical Electronics and IT
- **Graphic Design diploma:** Photoshop and Illustrator
- **Digital Marketing diploma:** SEO, Emailing, Social Media...

Skills

- Microsoft Office package knowledges (Word, Excel, PowerPoint)
- Leadership
- Clear communication skills
- Attention to details
- Organizational Skills
- Understanding of audio and visual
- Negotiation

Languages

- **Arabic** - Native
- **English** - Fluent
- **French** – Bilingual

References

References available Upon Request.

