

MUAID ALMUTAIRI

EVENTS MANAGER

 Riyadh, Saudi Arabia

 MuaidAlmutairi@gmail.com

 +966 53 385 5669

PROFILE INFO

Highly motivated and professional Events Manager with over 5 years of experience providing high-level support to project managers. Proficient in managing crowds, organizing meetings and events, handling confidential documents, and highly communications skills . Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

2021 - 2025(Expected)
KING SAUD UNIVERSITY (KSU)

- Bachelor's Degree in
Computer Science

SKILLS

- Strong organizational & time management
- Effective communication & teamwork
- Leadership & decision-making
- Problem-solving & critical thinking
- Detail-oriented & multitasking
- Budget handling & financial oversight
- Tech-savvy & fast learner

SELECTED PROJECTS & CONTRIBUTIONS

- 11th World Water Forum (Project Manager)
- Culture day event - Qiddiyah (Project Manager)
- Alawwal Park Stadium - Impact (Guest Experience Manager)
- Saudi Arabia Budget Conference 2025 - DOT Events (Crowd Manager)
- Internal Event - ROSHN Group (Crowd Manager)

WORK EXPERIENCE

Project Supervisor 2023 - PRESENT
PIONEER Events

Projects:

Al Hilal Club - Kingdom Arena

- Coordinated directly with Al Hilal's Operations Department to ensure seamless event execution.
- Supervised the VIP zone at Kingdom Arena, ensuring a premium guest experience for key stakeholders and dignitaries.
- Led the crowd management strategy across the stadium, ensuring safe, smooth, and organized guest movement.
- Contributed to delivering a memorable fan experience, aligning with brand and operational standards.

Saudi Arabia 2034 FIFA World Cup Bid Exhibition

- Oversaw internal exhibition operations, ensuring a smooth flow of activities and visitor engagement.
- Managed delegation reception and coordination, including VIPs, government officials, and international guests.
- Recruited and supervised qualified personnel, including event speakers and licensed tour guides, to enrich the cultural and promotional aspects of the exhibition.
- Played a key role in representing Saudi Arabia’s capabilities on the global stage for hosting international events.

Project Manager 2019 - 2023
Spectra Events

Manage a lot of projects such as

- 2024 Founding Day event for the Ministry of Industry in the presence of the Minister of Industry.
- Family day event by Riyadh Bank.
- 2023 National day event for Ma’aden company.
- Implement strategies, plans, and projects on time, on budget, and at the highest quality
- Assign and ensure completion of tasks and resolve issues that hinder completion

Events Specialist 2019 -2022
Glister Events

- Oversees and directs usher staff during events.
- Handles customer complaints or emergencies according to established policies and procedures.
- Schedules usher breaks and relieves usher if needed.
- Assists ushers and implements usher location rotation during events.