Azza Al Marzooqi BSc.
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Profile

A business graduate who is well presented, highly personable and an efficient event's coordinator and organiser with an ability to work independently in a changing and multi - tasking environment with numerous and competing deadlines. Having a strong customer service orientation and delivery focus and a active commitment to continuous improvement and quality standards. Excellent communication skills and comfortable working in a fast paced, hands - on, growth orientated work environment.

Currently looking for a position that offers variety and the opportunity to develop both personally and professionally.

Education

2014 – 2018 **Dubai Women's Campus - HCT**
BSc. Applied Business Administration - Major Strategy and Quality

2015 - 2015 **International English Language Testing System**
IELTS, Band 5.

2012 – 2014 **Dubai Women's Campus - HCT**
Diploma. Applied Business and Information Technology

2008 – 2012 **Asma Bint Abi Baker School, Dubai**
High School Certificate (81%)

Achievements and Certificates

2016 Dubai Police Volunteer
2016 Dubai Internet City workshop attendance

Previous Employment

05/18 – 07/18 **Department of Finance, Dubai**
Intern Strategy Coordinator - Department of Strategy

- Working with various sections within the department
- Brainstorming in groups on strategy roll out
- Assisting in the development of proposals for each section
- Assisting in development of power points and presentations
- Supporting and assisting in organising section events
- Organising venues and agendas for strategy presentations

2017 – 2017 **Emirates Airlines, Dubai**
Volunteer Events Coordinator

- Coordinating various emirates events and shows
- Organising and supervising various activities at the events
- Supporting visitors and guests attending the event
- Ensuring all information and event flyers and brochures are available
- Working with various departments of the event committee

2017 – 2017 **Dubai Fitness Challenge, Dubai**
Volunteer

- Monitoring different areas of the events
- Assisting visitors and guests attending the event
- Responsible for the distribution of water and information
- Supervising a team of adults and children to deliver outputs

2017 – 2017 **Mohammed Bin Rashed Al Maktoum Knowledge Foundation, Dubai**
Volunteer

- Supporting at various events
- Assisting Students, visitors and guests attending events
- Working and supporting various event teams
- Directing students to lectures

2017 – 2017 **Sharjah International Book Fair, Sharjah**
Volunteer Events Customer Support Assistant

- Monitoring different areas of the book fair
- Assisting visitors and guests attending the fair
- Responsible for providing visitor information
- Supervising a team of assistants and Working in different areas of the fair

2016 – 2016 **Higher Colleges of Technology (HCT), Dubai**
Volunteer

- Taking part in many different activities

05/11 – 07/11 **Department of Tourism and Commerce, Dubai**
Marketing Secretary

- Working on and assisting in various marketing events
- Supporting and organising resources
- liaising with guests and Creating guest lists

04/10 – 05/10 **Civil Defence, Dubai**
HR Support

2009 – 2010 **Higher Colleges of Technology (HCT), Dubai**
Annual Bazaar Committee General Manager

- Creating and managing budgets, sales, profits and finances
- Managing various teams and allocating responsibilities
- Involved in marketing and promotion of the event and goods
- Managing customer service and solving problems

2009 – 2010 **Al Waha Shop Dubai Women's Campus - HCT**
Cashier

Interests/Hobbies

Attending events, Organising events, Fitness, Reading, Travelling, Business, Working with Communities

Reference: On Request.