



Yasir Abbas Malik

Events Management & Admin/Operations Manager

CONTACT DETAILS

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Nationality: Pakistani

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EDUCATION

Bachelor of Commerce
Punjab University – PAK (2011)

EXPERTISE

- Event Planning/Org.
- Social Media/Digital
- Budget / Team Management
- Customer Relationship Management
- Market Research/Analysis
- Administrations
- Logistics Management
- Campaigning

SKILLS

- Tally ERP
- MS Office, Excel, PowerPoint, Outlook
- Innovative & Market Research
- Written & Verbal Communication
- Organization & Logistics
- Analytical & Strategic Thinking
- Team Player & Problem Solving
- Leadership & Project Management

Languages

- English (Fluent)
- Urdu (Native)
- Punjabi (Native)
- Hindi (Conversational Only)

Hobbies



Reference & Documents will be provided as required or demanded.

Professional Summary

A diligent and organized person who is a passionate, supportive and an enthusiastic team player committed towards organizational growth. A capable person who possesses excellent communication and time management skills to work under pressure for achieving desired targets and corporate goals in time.

My area of expertise is built from various background such as the administration & management, event industry, Construction industry, Sales & Marketing Industry and customer service industry. An amalgamation of top professional skills that are much in demand from today's industry skilled at working independently, within a team with excellent team management, Operation & Client relationship management skills. Looking for association in an organization that values my loyalty and where I can utilize my all skills for the betterment of organization.

Work Experience

Project Executive – InfoPlus Events, Dubai, UAE. Oct 2018 - Oct 2020



- Working as an events coordinator handling end to end project. Dealing with hotel for the selection of venue for the event. Working on independent projects as well as team.
- Coordinates between clients – suppliers – internal team for every project smooth delivery.
- Manage all travel and accommodation arrangements for all international, regional and local speakers and committee members. Works on launching Mobile Application for all events.
- Coordinates with graphics designer and marketing team for each project. Ensure smooth delivery onsite and cost accounting and management of expenses.
- Maintain events plans and timeline from contracting to deliver. Prepare post events reports.

Director Marketing & Sales – Shalimar Advertisers, PAK. June 2015 – Aug 2018



- Delegates duties to the staff with clear objectives to ensure efficiency and productivity. Motivate staff by encouraging feedback/suggestions, providing timely performance discussions, coaching and counselling, and training and development.
- Coordinates closely with the Brands to ensure timely deliveries, proper pricing, adequate stocks, and availability of the latest product lines.
- Reduced personnel cost in 10 months without reducing working efficiencies. Make all strategies for the marketing of the projects of the company and clients. Deal all hoarding boards and signage.

Chief Accountant – Shalimar Group, PAK. June 2015 – Aug 2018



- Dealing with all clients and manage the all the business activities. Managing team. Check all the financial reports being prepared by accountants. Used to handle full spectrum of financial and cost accounting role e.g., AR, AP, GL, forecasting, budgeting etc.
- Responsible for day-to-day finance and accounts operations. Carry out full set of accounts and ensure timely closing of accounts.
- Responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting for submission to HQ.

Director Operations – Grill 91 Ltd, UK. April 2013 – May 2015



- Work with chefs and other personnel to plan menus that are flavorful and popular with customers. Work with chefs for efficient provisioning and purchasing of supplies. Estimate food costs. Supervise portion control and quantities of preparation to minimize waste. Perform frequent checks to ensure consistent high quality of preparation and service.
- Work with other management personnel to plan marketing, advertising, and any special restaurant functions. Direct hiring, training, and scheduling of food service personnel.

Senior Auditor – RGIS, UK. Nov 2011 – April 2013



I Commences my audit career with RGIS Inventory Specialists Limited where I done a 15 months internship as Stock Audit Trainee (from Nov, 2011 to April, 2013). During my tenure, I've been on many audits and almost 25 Stock Taking, which includes audit of House of Fraser, Mark & Spencer, Next, Zara and many more famous brands respectively. I gain following skills during these audits;

- Planning and developing audit strategies and procedures by performing risk assessments in response to clients' business risks and financial risks. Executing audit procedures (including analytical reviews) in accordance with ISAs. Ensuring that recording of transactions and preparation of financial statements are in accordance with International Financial Reporting Standards as well as local laws and regulations.
- Drafting of reports including management letters and highlighting the internal controls weaknesses. Performing external audit services in accordance with the approved Financial Reporting Standards.