**NAMBUSI HAJARAH**

**Kigo - Birongo**

**0703454283/0781021783**

**Hagarmohh144@gmail.com**

Hajarah is an ambitious Events’ planner with a background in private and public events planning. Very excellent at interpersonal skills, Dynamic and Creative with over 5 years of experience in Events’ Designing & Styling. With a proven history of marketing the business through personal and professional networking, Hajarah is eager to work and support Innovative Companies in Bringing Unique and Memorable Events to life.

 **SKILL S**

* Strong Communication Skills
* Sales, Reservation & Booking.
* Team leadership and cooperation.
* Computer literate
* Events’ Styling and Designing
* Event logistics Management
* Events Contract negotiations
* Outsource and hiring Event staff
* Quotation, Budget drafting, and development.
* I’m a fast learner and I love learning.
* Problem solving
* Very tidy and a result chaser.

**WORK BACKGROUND**

Aquarius Kigo Resort – Wakiso

Events’ / Wedding Planner 2022 – 2023

RESPONSIBILITIES

* Sales, Reservations and Bookings via calls, personal meetings, and emails.
* Managed Planning and Execution of Events including; Conferences, Weddings and Exhibitions.
* Led a team of 20 junior staff i.e. House Keeping, Catering (Kitchen) Working closely with the F&B Manager plus the Head Chef and Waiters ( Ushers) facilitating growth of the Hotel and Successful Events.
* Drafting, Filing and sharing MOUs, Service Contracts with Clients and the different departments assigned in the hotel.
* Receiving and handling payments to the right assigned office through communication with Clients to understand their Event objectives and Requirements.
* Managing and coordinating Events working closely with the Client for proper Service.
* Planning, hand in hand with the Client and the Hotel to outsource Service vendors for all services needed at the Event.
* Keeping sales’ records for events (Conferences & Weddings) for future reference .
* I have Coordinated and managed successful **wedding** **Events**; Mr / Mrs Ssemakula 25th November 2022- 200 guests, Mr / Mrs Mugambwa 30th December 2022 – 500 guests… **Conferences** ; Action Aid \*3 50 guests, Ligomarc Advocates Dinner – 100 guests in collaboration with Fenon Events, FHI360 Conference & Retreat 30 guests.

**SleeqAd Events. Kampala**

Events’ Coordinator 2018 – 2021

* Managing Event guest lists ranging 200-700 guests.
* Respond to over 10 emails, text messages and calls regarding events issues and updates.
* Work hand in hand with Event Manager to plan, budget and setup Event services such as; Catering, venues, audio/ visual, performances and stage setting according to the clients' budget .
* Following up with clients and guests’ after each event to gather feedback and evaluate the improvement needed for future events.
* Accertaining Events requirements and handling numerous concerns in advance for a smooth day’s execution.
* Successfully Designed more that 20 Weddings / Introductions with budgets exceeding 20 Million Ug. Shillings.
* Facilitating timely communication between team members, service providers, clients and guests.
* Assisted with budget creation and execution by estimating labour, materials and schedule demands.
* Monitoring service providers for updates to verify competitive pricing.
* Assisted in drafting and creating Event concepts and themes.
* Coordinated the designing team for cultural Events like weddings and cultural introductions; ensuring exquisite service, neat, clean and preferable guest satisfaction.

EXTRA WORK EXPERIENCE

Hotel Receptionist/ Front Office Supervisor – Taj Mahal Hotel Kampala ( 2016 – 2018)

Office Assistant – Katumba & Co. Advocates Makerere ( 2015 – 2016)

HOBBY SKILLS: Floral Designing, Traveling & Meeting New People, Music, I love Positive people and I enjoy Vibrant Events.

LANGUAGES: English, Luganda & Swahili

**EDUCATION:**

UGANDA DIPLOMA IN SECRETARIAL STUDIES & BUSINESS MANAGEMENT

UGANDA COLLEGE OF COMMERCE, KABALE

2011-2013

**CERTIFICATION:**

Certificate in Computer Systems & Applications

**REFEREES:**

Najjuko Salma

C.E.O/ Events’ Manager-

 SleeqAd Events

0752 – 497 700

Sleeqad2012@gmail.com

Muyanja Hamza

Director Elite Medical Services K’la

0750134416