



NIHAL LIYAKAT DINGANKAR

✉ ahmadneehal@gmail.com

☎ 0565203939 | 0554795418

📍 Dubai

SUMMARY

A skilled and proactive individual with excellent problem-solving, communication, and presentation skills. An entrepreneur at heart where I started my journey 2 years back in the transportation and hospitality sector and is keen to join the corporate sector back. Experience in event management and coordination, as well as customer service and sales. In most recent role as a Coordination/Production Executive at Matrix Audio Visual Rental LLC in Dubai, managed local and international artists, developed cohesive themes for events, planned and executed events to meet client expectations, and collaborated with the technical team to ensure all necessary arrangements were made.

Also handled purchase and sales invoices and coordinated with suppliers to secure products and services for the event. Prior to this, worked as a Store Supervisor at Ultra Group in Dubai, managing events, warehouse operations, and file management for clients. Also held customer service and sales roles at Life Insurance Corporation of India, MetLife India Insurance and Hyundai Continental Motor Cars.

KEY SKILLS

Certified in Microsoft Office (DOC, EXCEL, POWER POINT, MS-ACCESS) (Tally)

ADDITIONAL INFORMATION

Passport No: S2098088 valid till 23/01/2028

Dubai Driving License: 3811425 (Automatic).

PROFESSIONAL EXPERIENCE

Freelancer

May 2023 - Present

- Collaborate with cross-functional teams to ensure seamless event execution and client satisfaction.
- Lead remote teams using agile methodologies to adapt to changing event requirements.
- Foster strong client relationships through personalized service and strategic event solutions.

Coordination/Production Executive/Project Assistant
Matrix Audio Visual Rental Llc | Dubai

Sep '11- Jun '20

MATRIX AVE (<http://www.matrixave.com>), a Dubai-based events management company offering comprehensive solutions for events, including technical equipment rentals, concept design, and a wide range of entertainment options to match the theme of the event.

- Communicated with clients and technical team to facilitate the management of local and international artists
- Created concepts and developed cohesive themes for events
- Planned and executed events to meet client expectations
- Collaborated with the technical team to ensure all necessary arrangements were made for the event
- Assigned team members and coordinated with suppliers to secure products and services for the event, including negotiating terms as needed
- Prepared quotations and presentations for potential events
- Evaluated the success of events and prepared reports for review

Store Supervisor
Ultra Group | Dubai

Nov '08- Jun '11

Ultra Group (<http://www.ultratechdubai.com>) organizes trade shows, business conferences and meetings.

- Worked in the concept of Event Management
- Managed events, warehouse operations, and file management for clients
- Ensured that all purchase and sales orders were properly recorded in accordance with requirements
- Collaborated with other departments to complete processes and release purchase invoices
- Handled purchase and sales invoices, and provided equipment for events to meet client requirements
- Maintained relationships with clients and provided regular updates on information as needed, in accordance with company ethics

Store Supervisor
BATRIQ | Kuwait

Apr '06- Jun '08

Customer Service
MET LIFE INDIA INSURANCE | India

Aug '05- Mar '06

Sales and Customer Service
LIFE INSURANCE CORPORATION OF INDIA | India

May '02- Jun '05

Electronic Data Processor (Inventory)
HYUNDAI CONTINENTAL MOTOR CARS | India

Jun '02- Dec '03

EDUCATION

HSC

Bharatiya Shiksha Praishad

SSC

Kolhapur University