



Mahoda Pawan

Home : United Arab Emirates

Email: bmahoda@gmail.com **Phone:** (+971) 582273323 **LinkedIn:** [Mahoda pawan](#)

Gender: Male **Date of birth:** 17/03/1992 **Nationality:** Sri Lankan

ABOUT ME

Experienced Operations Executive with over 10 years of expertise in events operations, business support, and customer relations. Skilled in handling end-to-end event operations, client servicing, and CRM systems to enhance efficiency and customer satisfaction. Holder of own UAE residency

WORK EXPERIENCE

Rayqube Future Tech LLC

City: Dubai | **Country:** United Arab Emirates

[11/11/2024 – Current] **Operation Executive-Events**

- Managing end-to-end event operations, logistics, and on-site coordination.
- Liaising with clients, vendors, and venues to ensure smooth event delivery.
- Handling customer relations and ensuring high levels of client satisfaction.
- Overseeing suppliers, timelines, and budgets for successful event execution.
- Supporting operational planning and process improvements.

Paramount Zone LLC

City: Dubai | **Country:** United Arab Emirates

[13/02/2024 – 14/11/2024] **CRM & IT Specialist**

- Managing CRM systems to optimize customer data, engagement, and retention.
- Supporting sales and operations teams with CRM reporting and insights.
- Troubleshooting and maintaining IT systems to ensure smooth daily operations.
- Implementing technology solutions to improve business efficiency and communication.
- Providing technical support and training to staff on CRM and IT tools.

Ceine Events FZ

City: Dubai | **Country:** United Arab Emirates

[11/01/2023 – 13/02/2024] **Sales & Operation assistant**

- Supporting daily sales and operations activities to ensure smooth business processes.
- Assisting in client communications, inquiries, and relationship management.
- Coordinating with internal teams to ensure timely delivery of services/products.
- Preparing sales reports, proposals, and operational documentation.
- Assisting with CRM management and maintaining accurate client record

EDUCATION AND TRAINING

[09/2008 – 09/2009] **Diploma in Multimedia**

Sri Lanka institute of information technology

Country: Sri Lanka |

LANGUAGE SKILLS

Other language(s): English , Hindi

SKILLS

Operation management | CRM | Client service | Project coordination | Problem solving | Social Media | Team-work oriented | Multi tasking