

Nisham Puthiyakath

Contact

Al Kharama
Dubai
+971523485750
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Education

NIIT – Chennai (2009)
Microsoft Office Certification
International Indian School –
Jeddah (2007)
Higher Secondary School
Government Ganapath
Vocational Higher Secondary
School (2006)
SSLC

Skills

Event Coordination & Contract
Management
Event Budget & Planning
Communication, Multitasking &
Problem Solving
Customer Assistance,
Supervising Staffs & Training
Inventory Management & Visual
Merchandising
Proficient in MS Office (Word,
Excel, Powerpoint)

Objective

Skilled event management professional with over nine years of experience in coordinating events and leading teams. Proven track record in event budgeting, logistics, and attendee management. Expertise in contract management, document control, and communication from roles in construction and fashion retail. Multilingual with strong organizational and communication skills. Dedicated to delivering high-quality results and fostering team collaboration. Seeking new opportunities to leverage diverse skills and expertise.

Experience

01/10/2021-24/04/2024

Floor Manager • NX Nexlite – The Next Generation Fashion Outlet (part time)

- Oversee sales associates and floor staff to ensure excellent customer service and adherence to company policies.
- Train new staff on product knowledge, sales techniques, and customer service standards, providing ongoing coaching.
- Assist customers with inquiries, product selection, and fitting, and resolve complaints effectively.
- Monitor inventory levels, restock merchandise, and coordinate with store manager and backroom staff for efficient replenishment.
- Maintain visually appealing displays and organize merchandise attractively to boost sales.
- Track sales metrics and analyze data to identify trends and develop sales strategies with the team.
- Ensure staff adhere to company policies on customer service, returns, exchanges, and security.
- Implement security measures to prevent theft, such as monitoring cameras, conducting inventory audits, and training staff on loss prevention.

04/11/2014 - 18/04/2024

Supervisor • Rag Rang The Complete Event Management

- Spearhead comprehensive event planning and management from concept to execution.
- Design and manage event budgets for optimal resource allocation.
- Partner with clients to capture their vision and deliver exceptional events.
- Secure and negotiate contracts with vendors, suppliers, and service providers.
- Oversee event logistics including venue selection, transportation, and accommodations.
- Ensure smooth event setup with all necessary equipment and materials in place.

Languages

English

Arabic

Hindi

Malayalam

Tamil

References

Mr. Salim K

Rag Rang The Complete Event
Management
General Manager

Ragrang.rang@gmail.com
+91 9895293616

Mr. Abdul Rasheed KV

NX Nexlite – The Next
Generation Fashion Outlet
General Manager

+91 9645791791

- Streamline event registration and manage attendee logistics effectively.
- Craft and execute targeted event marketing strategies for maximum engagement.
- Collaborate seamlessly with internal teams and external partners for flawless execution.
- Conduct thorough post-event evaluations for continuous improvement.

01/09/2012 – 15/06/2014

Document Controller & Contract Coordinator • Saudi Binladin Group – ABCD

- Draft and review contracts, letters of intent, and addendums for the Haram Expansion Project.
- Collaborate with stakeholders to secure timely approvals and signatures for contracts.
- Maintain clear communication with subcontractors, resolving queries and providing necessary documentation.
- Keep meticulous contract records, including documentation of changes and updates.
- Track project progress against contractual obligations, resolving any discrepancies promptly.
- Work closely with procurement teams to ensure timely delivery of goods and services.
- Prepare comparative analysis, bill of quantities (BOQ), and quotations to support project needs.
- Aid in contract negotiation processes and participate in meetings with vendors and subcontractors.
- Ensure adherence to legal and regulatory standards throughout the contract management process.
- Assist the Contracts Manager with administrative tasks related to the Haram Expansion Project.

09/10/2009 – 01/08/2012

Secretary • Saudi Binladin Group – ABCD

- Assist in drafting, reviewing, and managing contracts, LOIs, and addendums for King Abdul Aziz International Airport Project Phase 1 Package 421 & 422.
- Collaborate with internal teams and external parties for proper documentation and contract execution.
- Enable clear communication between Contracts Manager and subcontractors on terms and conditions.
- Monitor subcontractor performance and track adherence to contractual obligations.
- Maintain precise contract records, including changes and updates, ensuring accuracy.
- Work with procurement teams for timely delivery of goods and services per contract specifications.
- Prepare comparative analysis, BOQs, and quotations for effective procurement processes.
- Participate in contract negotiations and help resolve any contractual disputes efficiently.