

# WALEED SUGHAYIR

## HOSPITALITY & EVENTS PLANNER

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### OBJECTIVE

Result-driven hospitality professional with a strong background in customer service and operational management, eager to utilize proven skills in communication and teamwork to deliver exceptional guest experiences

### EXPERIENCE

#### Oct 2016 – June 2018

Office Administrator, Al Hajidia Trading Co.

#### Oct 2019 – Dec 2023

Office Administrator, Saraya Balqees Ltd.

- Results-driven Events & Hospitality professional with 7 years of experience.
- Expertly coordinated industry awards and vendor partnerships while reducing operational delays by 35%.
- Strategic planner skilled in managing complex logistics, financial accuracy, and cross-functional teams to deliver high-quality, seamless experiences that enhance brand visibility and partnership networks.

### PROFESSIONAL COMPETENCIES

**Hospitality Operations:** Applying advanced coursework in Hospitality and Event Management to streamline guest services and front-of-house operations

### REFERENCES

[Available upon request.]

### EDUCATION

Colorado State University

Fort Collins

Colorado

Senior Student, Hospitality and Event Management, *In Progress*

Spring International Language, 2013

### KEY SKILLS

- NEGOTIATION SKILLS
- TEAMWORK
- COMMUNICATION SKILLS
- CUSTOMER SERVICE ORIENTATION

