

Samar Al-Enze

Riyadh | +966 567839068 | Smaronz@hotmail.com

PROFESSIONAL SUMMARY

A professional with extensive experience in client relations, event coordination, and administrative support. Adept at building strong relationships with clients, managing communication between stakeholders, and optimizing operational efficiency. Seeking to apply my skills in relationship management and operational improvement to contribute to a dynamic organization.

EXPERIENCE

Jul 2025 - Present | Event Specialist

Al-Faris International for Tents - Riyadh

- Supervising event sites and ensuring smooth operations.
- Managing foremen and assigning tasks effectively.
- Ensuring timely delivery of projects with high quality.
- Coordinating with suppliers and contractors to meet requirements.
- Monitoring safety and quality standards at project sites.
- Handling client communications and ensuring satisfaction.
- Problem-solving and managing on-site challenges.

Nov 2024 - Jul 2025 | Administrative Relations Specialist

Platik Studio - Riyadh

- Coordinating with influencers and public figures to manage marketing campaigns and promote brand awareness.
- Overseeing trainers' schedules and ensuring smooth operations.
- Developing strategies to enhance customer experience.
- Improving communication processes between management and trainers.
- Contributing to planning and execution of marketing events.
- Monitoring client feedback and addressing service gaps.

Jan 2024 - Nov 2024 | Event Coordinator & Client Relations Specialist

Zat App - Khobar

- Communicating with customers to understand event needs.
- Organizing events including logistics, food, and decorations.
- Convincing customers, closing deals, and achieving sales targets.

2023 - 2024 | Support and Assistance Specialist

Al-Bir Association - Khobar

- Managing schedules and calendars of the Head of Department.
- Coordinating and scheduling meetings and conferences.
- Preparing and distributing meeting agendas and minutes.

Jan 2021 - Dec 2021 | Project Operation Specialist

Nomac for National Operations - Khobar

- Managed calendars, scheduled appointments, and arranged meetings.
- Prepared and distributed reports and presentations.
- Implemented stakeholder needs to operate projects.
- Marketed company services through client meetings.

EDUCATION

Bachelor of Psychology (Second Class Honors) - King Saud University, Riyadh
2016 – 2020 | GPA: 4.49/5

CERTIFICATIONS AND LICENSES

- PMP – Engineering Sciences Training Institute
- Event Management and Organization in the Saudi Labor Market – General Entertainment Authority
- Event Management – Institute of Public Administration
- Preparing Trainers – Institute of Public Administration
- Community Health Volunteering – Saudi Commission for Health Specialties
- Assistant Specialist Psychology – Saudi Commission for Health Specialties

SKILLS

- Relationship Management & Client Communication
- Event Coordination & Stakeholder Management
- Team Leadership & Collaboration
- Problem-Solving & Operational Efficiency

ACHIEVEMENTS

- Participated in GCC Oil & Gas Cybersecurity Threat Intelligence Annual Event.
- Contributed to reviving the 'Your Own Story' event at the Learning Beyond Conference in Ithra.
- Organized the Ramadan Development Club for Al-Bir Society beneficiaries.
- Assisted in organizing the Tawafuq Program at the King Abdulaziz Center for Cultural Communication.
- Organized the 'Teenagers Speak' program for Dr. Noura Al-Kanani in Dammam.
- Led and presented the 'Preparing Children' program for Shaml Center employees.
- Volunteered as a speaker at Imam Abdulrahman bin Faisal University, College of Dentistry.