

Matthew H Merhi

WhatsApp: +961 70 666 756
Email: matthewmerhi1@gmail.com

Work Experience

The Fridge

2022-Present

Events & Entertainment | Artist & Stage Manager

- Developed comprehensive project plans, outlining tasks, timelines, and resource requirements
- Defined project scope, goals, and deliverables
- Assembled and led project teams, providing guidance and motivation to team members
- Communicated project objectives, progress, and expectations to stakeholders
- Facilitated regular project status meetings and addressed and resolved issues within the project team
- Acted as the primary point of contact for artists participating in the entertainment program, ensuring their needs and requirements were met throughout the event
- Handled general administration tasks and responded to ad hoc requests, maintaining efficient and smooth operations
- Assisted in the development and communication of individual artists' and crew members' itineraries, collaborating with the project team to ensure seamless scheduling and logistics
- Ensured all artists and crew members arrived on time for their performance and coordinated any adjustments to timing if needed
- Advised artists and crew members on dress code and arranged briefings upon arrival on site
- Ensured catering for artists and crew members while on site

Projects:

- FIFA World Cup fan festival zone (KSA) – Event Manager
- Layali Diriyah (22-23) – Artist Manager
- Layali Diriyah (23-24) – Artist Manager

G Expo Innovative Code

2021-2022

Events & Entertainment | Events Coordinator

- Responsible for organizing and supervising different type of events
- Coordinating services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing, and event security. Maintaining records of event aspects.
- Monitoring event activities to ensure compliance with applicable regulations and laws, the satisfaction of participants, and fast resolution of any issues that may arise
- Assisting excellent customer service to guests and performers and establishing a strong lasting relationship

Projects:

Darcy Oake | Les Farfadais (Mana, Chronos) | Rush | Ana Arabia | Circle De Glace | SneakMe

Didi Desires

2021

Entertainment Business Owner | Co-founder

- Responsible for organizing private events
- Helped in producing design concept for the event
- Coordinated with different artists and suppliers

The Wear Haus

2018-2021

Retail Shop | Owner

- Responsible for planning, selecting, purchasing quantities of goods and merchandise that are sold in the retail store
- Sourced new and review existing goods to ensure their products remain competitive

Seven Invest

2013-2018

Real estate developers | Senior Sales Manager

- Advised customers on suitability and value and evaluated mortgage options to help clients obtain financing at the best rates and terms
- Advised clients on market conditions, prices, mortgages, legal requirements and liaised with broker, management and client
- Lead marketing initiatives like launching new websites and social media campaigns

Ask Deco

2011-2012

Interior Design Office | Purchasing Officer

- Handled product buying for the organization
- Negotiated goods contracts and reviewed product quality
- Studied sales records and handled inventories

Bavaria

2009-2010

Fire Fighting Solutions | Sales Executive

- Learnt all details on each product and updated customers on new specs
- Closed deals, built monthly forecast and aimed to meet the KPIs

Education

American University of Beirut

2016

Real Estate Brokerage Summer Course

College de la Sagesse Achrafieh

1988 - 2009

TS degree in Accounting

Skills

Energetic, Positive attitude, Ability to ensure smooth operations, Team building, Leadership time management, Goal settings and career path, Customer service, Research and market analysis, Strong ability to multi-task under pressure, Creative negotiation, Negotiating and closing deals, Strong oral and writing communication skills

Languages

Arabic
English
French