

PERSONAL DETAILS

Aya Ahmad El Bizri / Event Director – Entrepreneur – Humanitarian Worker

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EVENTS DIRECTOR & HUMANITERIAN WORKER

Lebanese Entrepreneur holding a Master's Degree in Events Management & Bachelor Degree In accounting & Business Admin,

9 years of Experience in Events Industry including Lebanese & Saudi Market.

5 Years of Experience with Non- Governmental International Organizations.

EXPERIENCE

CIS College 📅 07/2025- 31/12/2025 📍 Saida

- Develop and deliver engaging events operations curriculum.
- Conduct flower & Balloons workshop
- Discuss market challenges and provide knowledge of the event industry in different countries
- Introduce students to latest trends & technologies in the industry
- Assess and assure the quality of teaching and learning processes.
- Engage with students to inspire and guide their educational journey.
- Conduct pre-post test
- Prepare lesson plans: Outline the objectives of each lesson, select appropriate materials and activities, and develop assessments.
- Provide high-quality teaching: Be knowledgeable about the subject matter, be engaging and enthusiastic in the classroom, and create a positive learning environment.
- Maintain student records: Keep track of student attendance, grades, and progress. Provide feedback to students:
- Give students constructive feedback on their work and help them to improve.
- Work with other instructors to develop and implement curriculum, share resources, and provide support to students.
- Advise students on academic and career matters: Help students choose courses, set academic goals, and prepare for the workforce.

● **Première Urgence International** 📅
12/2024 - Present 📍 Saida

- **Case Worker -Protection**
- Identify and assess vulnerable individuals and households in need of support.
- Provide social counseling, case management, and referrals to appropriate services.
- Request, coordinate, and follow up on cash assistance for eligible beneficiaries.
- Collaborate with internal teams and external partners to ensure effective service delivery.
- Prepare monthly reports and contribute to quarterly reporting for management.

● Event Director - Entrepreneur

- **BzriServ sarl** 📅
01/2016 - Present 📍 Lebanon
- Execute Experience Design and service-oriented events with a diverse portfolio of stakeholders including corporate entities, event professionals and municipal entities.
- Corporate events management, planning & coordinating conferences, gala & annual dinners, workshops, product launching
- Led complex event cycles, from client needs analysis, planning, to execution and post-event marketing, ensuring seamless operations and stakeholder satisfaction.

- Coordinated accommodation with hotels, travel agencies, logistics companies.
- Identifying new corporate events opportunities and execute them from start to finish.
- Develop procurement plans and strategies to optimize sourcing.
- Manage the purchasing process, including vendor identification, selection, and relationship building. Negotiate and create contracts with suppliers to ensure compliance and efficiency.
- Maintain organized supplier records in both digital and physical formats.
- Oversee warehouse management, ensuring proper documentation and storage organization.
- Coordinate logistics and procurement activities for seamless operations.
- Negotiate proposal, prices & services with vendors to get the best deals
- Own customer experiences including event production, event execution, client management and post event logistical needs.
- Develop new standards of event innovation that incorporates user feedback, analytical data and design iteration.
- Devised marketing strategies, managed social media, including Reels and promotions, enhancing brand visibility.
- Identify and implement cost reduction initiatives for optimal strategic use of resources.
- Organized B2B meetings in virtual and in-person settings, fostering stakeholder and vendors relationships.
- Managed supply chain and logistics, nurturing internal and external relationships for operational efficiency.
- Pursued new business opportunities, focusing on service/product development and innovation.
- Designed a comprehensive system for project management, including database, pricing, quotations, and financial tracking, ensuring budget adherence and quality control.
- Crises management and & challenging start-up and scalability issues that require resourcefulness, creative thinking, and collaboration
- Production of quality events with tight deadlines
- Developed training and professional development programs
- Manage the catering production and market operations teams.

BHAI Team Leader- Covid-19 Emergency Response

World Vision International

📅 10/2021 - 10/2022 📍 Lebanon

- Led the BHAI Team at World Vision International - Lebanon, focusing on efficient distribution of Non-Food Item kits to meet WVI and donors' standards.
- Streamlined coordination with governments and municipalities to identify distribution sites and ensure alignment with organizational goals.
- Organized virtual and in-person meetings for sharing successes, challenges, and updates, enhancing team communication and project performance.
- Managed procurement, invoicing, and warehouse operations, ensuring timely packaging and resolution of logistical challenges.
- Developed comprehensive plans including Detailed Implementation Plans (DIP), logistics, security, and operations, optimizing resource allocation and project impact.
- Forecasted budget, salary, transportation, and distribution needs, ensuring efficient resource utilization and project sustainability

EXPERIENCE

Emergency Protection Field Officer- Beirut Blast Emergency Response

Première Urgence International

📅 09/2020 - 10/2021 📍 Beirut

- Conduct in-person and phone call assessment
- Identifying communication materials and success stories
- Planning, Coordination & distribution of CASH Assistance
- Provide Psycho-social support & Psychological First Aid session for beneficiary exposed to crises events
- Follow up with referrals
- Identify, monitor and provide capacity building
- Guide beneficiaries & provide trainings
- Prepare decision forms and ECA request to improving decision making
- Conduct Field Visits

Food Security & Livelihood Officer

Première Urgence- Internationale

📅 01/2019 - 12/2019 📍 Saida

- Monitoring and evaluating the validation process
- Coordination of events and gala dinners

- Conduct assessments and surveys- Follow up with participants
- Preparation of distribution sites
- Coordination with cross-functional departments

Sales, Admin & Assistant Event Planner

Nayyara LTD

📅 03/2017 - 12/2018 📍 Saudi Arabia- Riyadh

- Managing and leading teams in multicultural environment
- Working in organization coming from diverse cultures & backgrounds
- Providing training, leadership, motivation, guidance and support for the team
- Participation in mega event's planning, production, execution, decoration, operations and deliverables
- Coordinating with operations team for ensuring high-end royal event execution
- Coordinate with vendors and stakeholders to ensure high quality deliverables meeting the scheduled time plans
- Coordination with royal families & public figures by introducing Nayyara multi-services covering internal and external (private) events & weddings
- Close communication with clients & preparing customized quotations
- Perform administrative and clerk work
- Implementation of different types of events (Weddings, Royal weddings, corporate events, cultural events, webinars, workshops & conferences, private events & dinners, decoration...etc.)
- Ensuring excellent customer service and quality events delivery with tight deadlines
- Coordination with stakeholders, vendors, hotels, clients and different cross- functional departments

Account Payable

Premium Chain Stores

📅 01/2013 - 11/2015 📍 Beirut

- Data entry for all Visa, Master card & Amex
- Reconcile and maintain balance sheet accounts
- Data entry for all invoices concerning Account Payable and Petty Cash
- Managing Accounts for all Suppliers, Payment, Orders, Procurement
- Preparing and closing of all monthly financial statements
- Preparing checks and cash payments
- Auditing the purchases and sales between intercompany
- Managing the attendance and system
- Preparing Salaries and other documents
- Prepare & Monitor bank accounts and transfers
- Managing the petty and expenses
- Bank, Visa & Master Card, suppliers and intercompany reconciliation

EDUCATION

Masters in Events Management

[Cardiff Metropolitan University](#)

📅 09/2014 - 07/2016

📍 Cardiff

- Masters in Events Management
- Cardiff Metropolitan University

Masters in Events

Management [Modern](#)

[University of Business &](#)

[Science](#)

📅 09/2014 -

07/2016

📍 Beirut

- Masters in Events Management
- Modern University of Business & Science

Bachelor in Accounting & Business Admin

[Beirut Arab University](#)

📅 09/2010 - 06/2014

📍 Beirut

- Accounting & Business Admin
- Beirut Arab University

TRAINING / COURSES

[Jewelry Design](#)

- Jewelry Design - USJ

Security Trainings

[Awareness In National Theaters Training](#)

Vision Security Awareness In National Theaters

[WV's Child and Adult Safeguarding Training](#)

WV's Child and Adult

[WV's Personal Security Training](#)

WV's Personal Security

LANGUAGE

[Arabic](#) Mother Tongue

[English](#) Fluent

[French](#) Basic